seavus

# User Manual

iMindQ

think➔invent➔visualize➔present➔act

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# Welcome to iMindQ

## Introduction

iMindQ® is a dynamic and exciting mind mapping software tool for creative thinking, brainstorming, visualizing ideas, presenting them to other or putting ideas into action. iMindQ® helps you map out any information the way you want, also you can improve your memorization, increase productivity and creativity. It is great for solving problems easier, improving communication and making plans more quickly and creatively.

By its smooth usability and highly interactive interface it really saves time, energy and effort and improves every aspect of your work. iMindQ® allows users to capture all important information on a simple, easy-to-use, cross-platform. Follow your ideas and intuitively create friendly mind maps.

iMindQ® guides you to clarify your thinking. The flow of your thoughts creates worthy and valuable never-ending story. iMindQ® helps you make your story streamlined in an intuitive and powerful mind map and stimulate your visual thinking.

iMindQ® lets you create mind maps, make a good representation of complex systems and processes with a concept map and at the same time visually simplify processes with flowchart diagrams. Type your idea as you think and visualize your mind in a second. It provides simplicity and easiness to your visual thinking process.

iMindQ® makes the most of the core mind mapping functionalities with a single click navigation and very intuitive user interface. It offers a selection of features that provides you full advantage of the logical way of thinking. Words are not as powerful on their own as when you take the time to draw them into images.

There are no more limitations in the map space, you are the designer and manager of what you will do with it and how you will represent things.

## What's New in iMindQ® 7.0

Below is the list of new features and improvements:

### *New Features:*

- *Research on Google, Google Images, Twitter and OpenCliparts and drag & drop information to Map space*

- *Export map as an interactive HTML map*
- *Multiple Mind Maps - Multi-directional Floating topics*
- *Import and Export to OPML*

### *Additional Improvements:*

- *Outline View Improvements*
  - *Reposition topics in Outline View*
- *Notes Improvements*
  - *Insert Image to Notes and adjust its size*
  - *Insert Table in Notes and Table Formatting*
- *Spreadsheet Improvements*
  - *Basic Formulas in Spreadsheet inserted in topic*
- *Hyperlink Improvements*
  - *Add Link to Topic, Mail and File Folder in Notes*
- *Presentation Improvement*
  - *View Notes in Presentation View*
- *Relationship improvements*
- *New Map Parts*

# iMindQ User Interface

## Backstage View (File Menu) , Quick Access Toolbar and Quick Topic Menu

# Introduction

iMindQ®'s graphic user interface is based on Microsoft Office 2013 ribbon interface, which includes ribbons instead of standard menus, quick access toolbar as replacement for the toolbars and application menu as an alternative for the File menu. Also three new dynamic ribbons are added, that are selection dependent.

IMindQ® contains a cluster of ribbon bars and inside the ribbon bars are placed all application's functions. Detailed explanations of every ribbon and its features is given in Walkthrough IMindQ® ribbons heading.

The quick access toolbar can be treated as repository place, where the most used functions, such as New, Undo & Redo, Save are placed. For more information regarding the quick access toolbar go to the "Info**"** part of this document.

## Backstage View

The Backstage view is the first ribbon in iMindQ® viewing from left to right. It consists of functions and tabs arranged in vertical order. Named as "File", it is a place where you can manage your maps and diagrams. Through the Backstage view you can open/close different types of maps, take a closer look of what has been created using the print preview or make printout of the Map, Gantt Chart or Map Outline. Export and Import features are placed inside the Backstage view along the features for collaboration with Microsoft Outlook and other.

The look of the Backstage view is presented in the figure below.

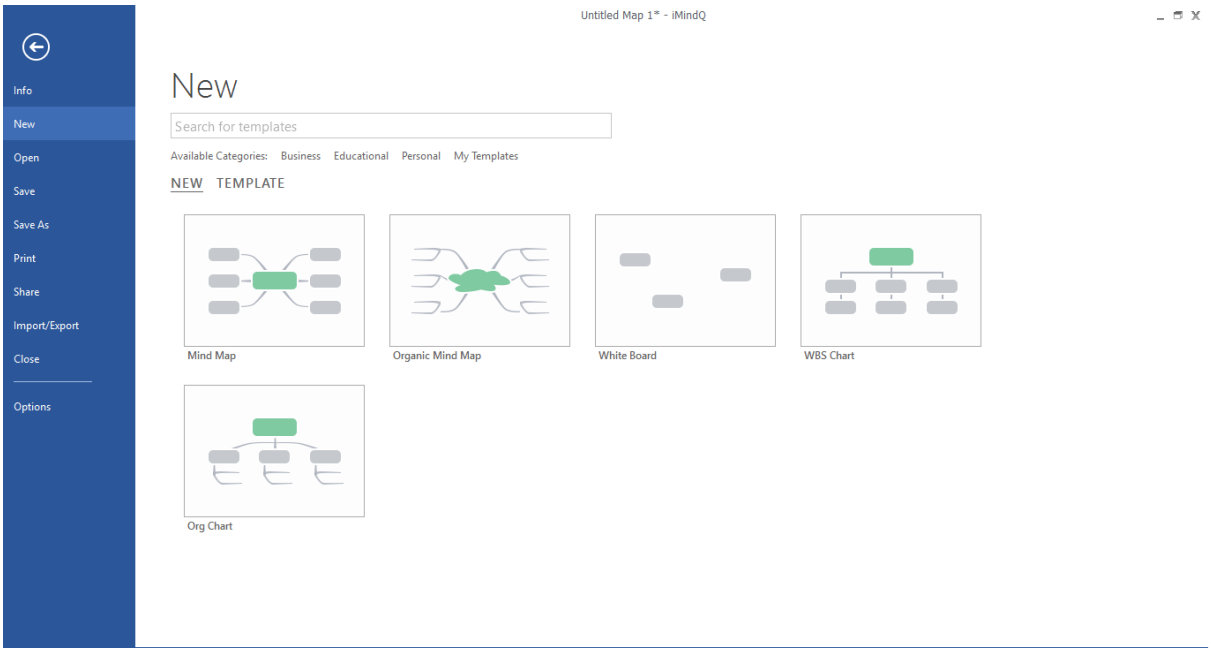



**Figure 1. Backstage View (File Menu) in iMindQ®**

The following features are available in the Backstage View (File Menu):

It contains 6 tabs in the following order:

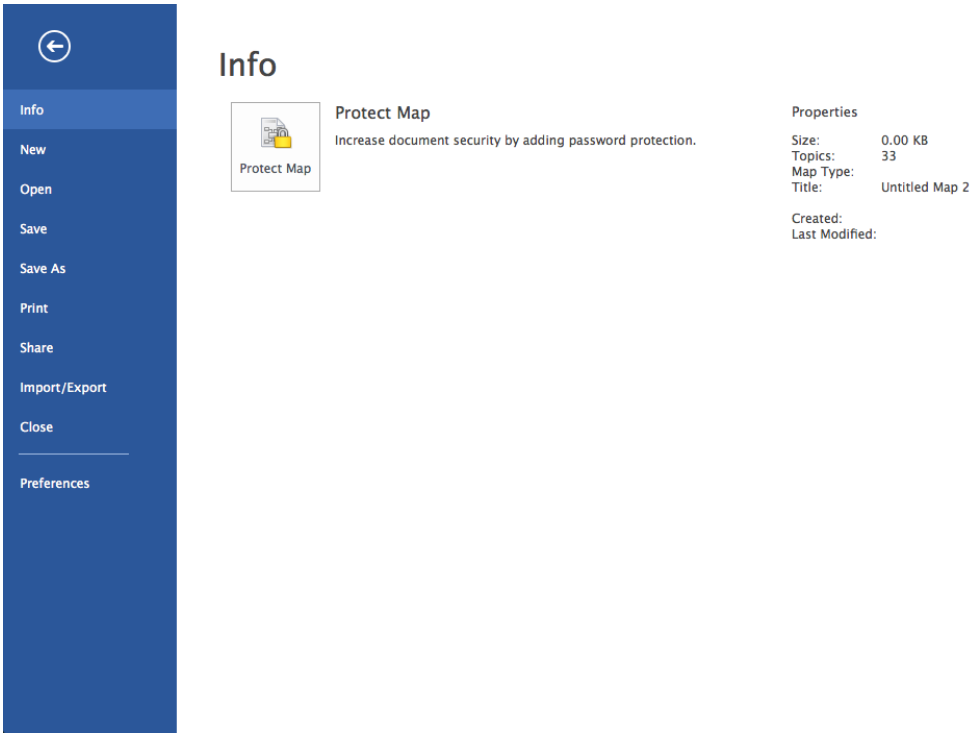
- Info
- New
- Open
- Save As
- Print
- Share
- Import/Export

As well 3 functions for managing documents and application's preferences:

- Save
- Close
- Options

## Info Tab

The "Info" tab, presented on the figure below, displays information of the project plan. It is divided into two sections: the left section consist of features for presenting detailed project information while the right sections contains project's dates such as Star and Finish date, Status and Current date as well as project calendar and its priority.




The functions that are available in the Info tab are:

| | Feature | Description |
|---|---|---|
| | **Protect Map** | Opens up the Protect map dialog where you can insert map password for protecting map's information |

## Protect Map

Sometimes, during your brainstorm session or map creation process, you want to keep the information save, available for viewing only for few people. In this case you have to protect your map with password, and share it with selected people. "*Protect Map*" functionality inside iMindQ® will help you to secure the map's information.

This action can be done in several steps:

1. Open the mind map.
2. From the File ribbon, click on the Info tab.
3. Click on the Protect Map button.
4. In the newly opened dialog, insert the password for protecting the map's information.

**Note**: The password is case sensitive information. Keep it on save place, because if you lose it, it cannot be recovered.

### New Tab

Starting new, blank map or map based on template is performed using the *New* tab from the *File* menu. It contains two main sections: New and Template.

The New section contains the five different map types that are currently available in iMindQ®:

- Mind Map
- Organic Mind Map
- White Board
- WBS Chart
- Organizational Chart

Selecting one of them will load the working space with the appropriate working area and elements.

The Template section contains map templates that can be used as base for creating mind maps, divided into several categories (Business, Educational and Personal). For a quick start, you can use the search option through the templates, finding the most appropriate template for your map in very short period of time.

## Open Tab

The Open section is the most visited tab in the File menu. It allows users to open mind map from their PC and continue to work on them, download maps from Web iMindQ® and Microsoft SharePoint and edit them.

The "Open" tab contains four sub-tabs:

- Recent Maps
- Computer
- SharePoint (Microsoft SharePoint Server or SharePoint Online)

iMindQ® keeps track of the mind maps that you have recently opened and store this information inside the "Recent maps" sub-menu. It contains of list from lately opened maps, allowing you to quickly access the desired file and start working on it.

The "Computer" sub-menu contains a lists of folders that you have recently visited and opened mind maps from them. I case you need to open folder that is not on the list, by using the "Browse" button you can navigate to the preferred folder where your map is saved and open it.

The "SharePoint" feature allows you to import mind maps uploaded on Microsoft SharePoint (as in-house solution or to SharePoint Online), work on the map and then uploaded it. For synchronization the information between the desktop and the SharePoint, your IT administrator must grant you permissions for accessing the SharePoint server.

| Feature | Description |
|---|---|
| **.dmmx** | Default file format in which iMindQ saves the maps. |
| **.dmmt** | Default file format for iMindQ Templates. |
| **.dmms** | Default file format for iMindQ Styles. |
| **.dmmw** | Default file format for iMindQ Workspace, where more than one map can be saved in one file. |
| **.mmap** | Default file format for MindJet MindManager. |
| **.mm** | Default file format of FreeMind. |
| **.xmind** | Default file format of XMind. |

## Print Tab

To manage mind maps effectively, you may need to communicate map information to a variety of people. With iMindQ®, you can print maps and charts that present the exact information you want.

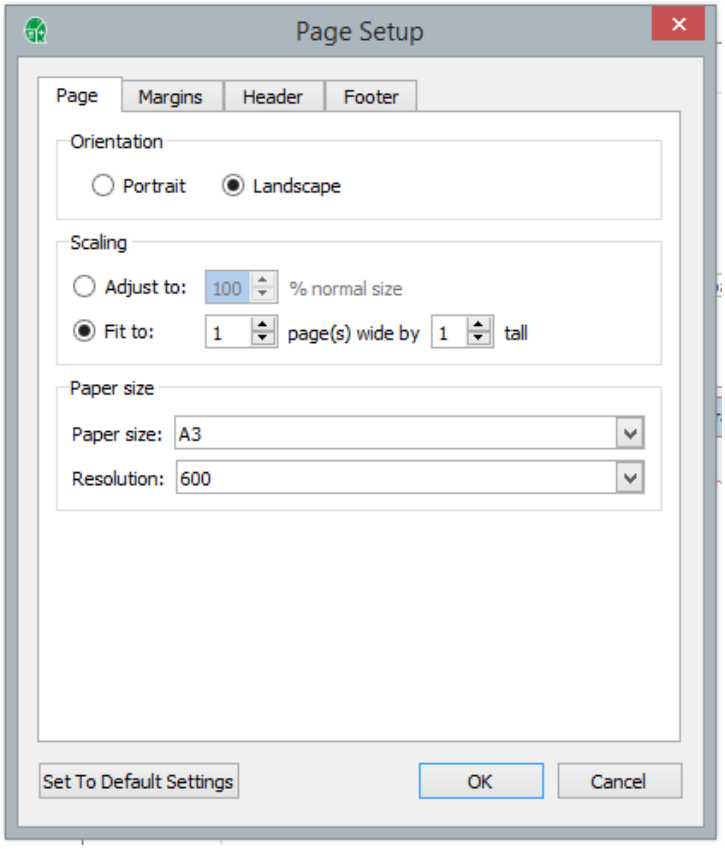
The process of printing the information you need can be as simple as clicking a button or as refined as customizing and previewing the existing views. No matter how simple or refined the process, printing a map or chart consists of essentially the same steps:

- Select the Map, Outline or Chart that best presents the information you want – If a predefined map or chart does not meet your exact needs, you can apply different styles.
- Make display changes to the map or chart – For example, you may want to scale information to fit on a single page.
- Preview a map or chart before it is printed – Previewing a view or report can help you verify content and display changes you made so you can adjust them again if necessary.
- Print the map or chart – To make printing as efficient as possible you can specify the options you want. For example, you can print a range of pages (defined by page numbers or dates), suppress blank pages, and print multiple copies.

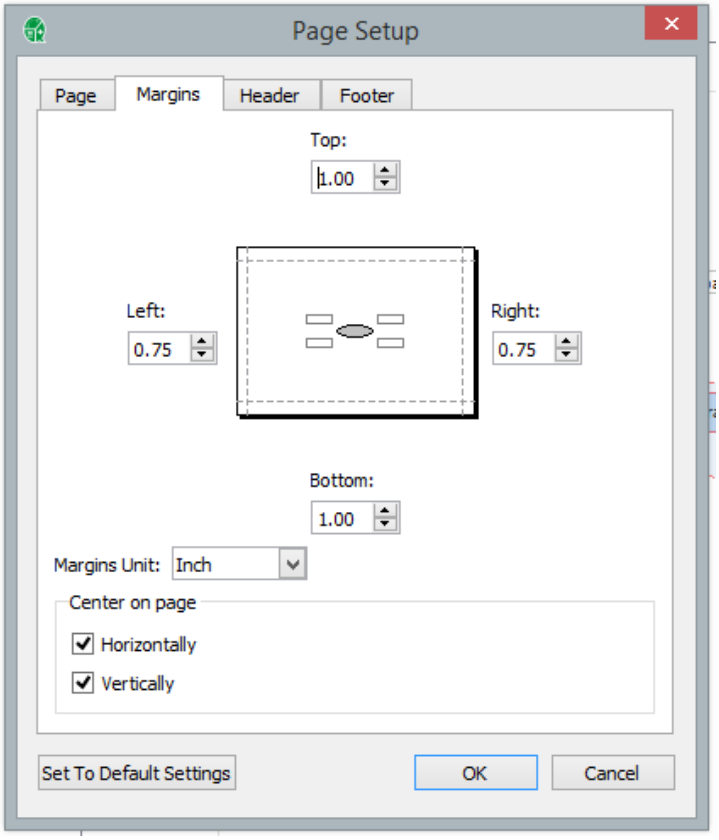
You can make changes to the way a printed view or report looks by specifying page setup options such as page orientation, scale, or paper size.

Once you open the *Page Setup* dialog, you can follow the steps below to specify the page and other printing options for a view or a report. Note that some of the options in the Page Setup dialog available for views may not be available for the reports. Some options may differ between different views as well:

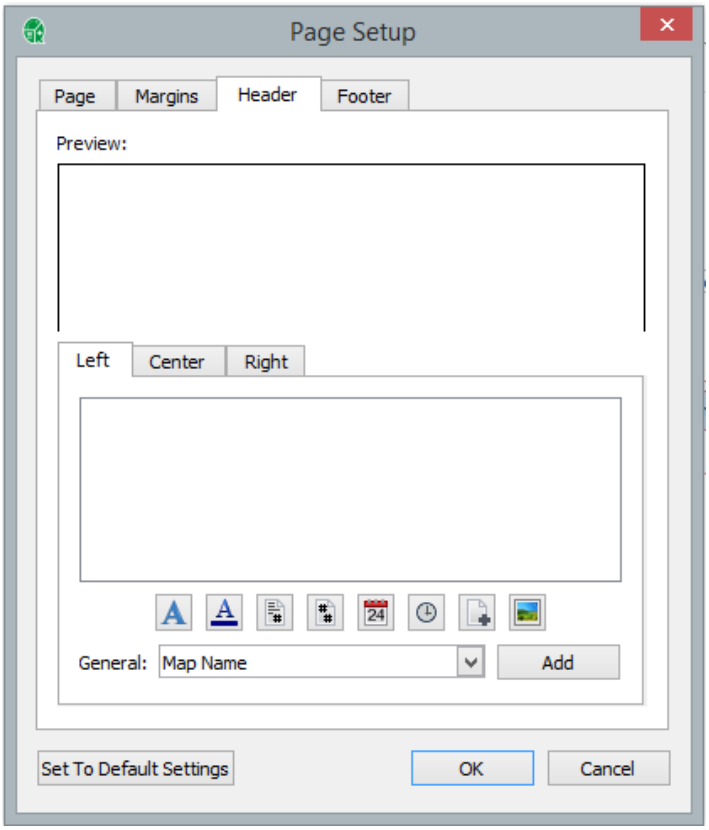
1. Click the *Page* tab in the *Page Setup* dialog.
2. To change page orientation, under *Orientation*, click *Portrait* (vertical) or *Landscape* (horizontal).
3. To scale pages, under *Scaling*, click *Adjust to*, and then type the percentage at which you want information to appear on your printed pages in the *% normal size* box.
4. To adjust page fit (some views only), under *Scaling*, click *Fit to*, and then specify the number of pages you want in the *pages wide by* and *tall* boxes.



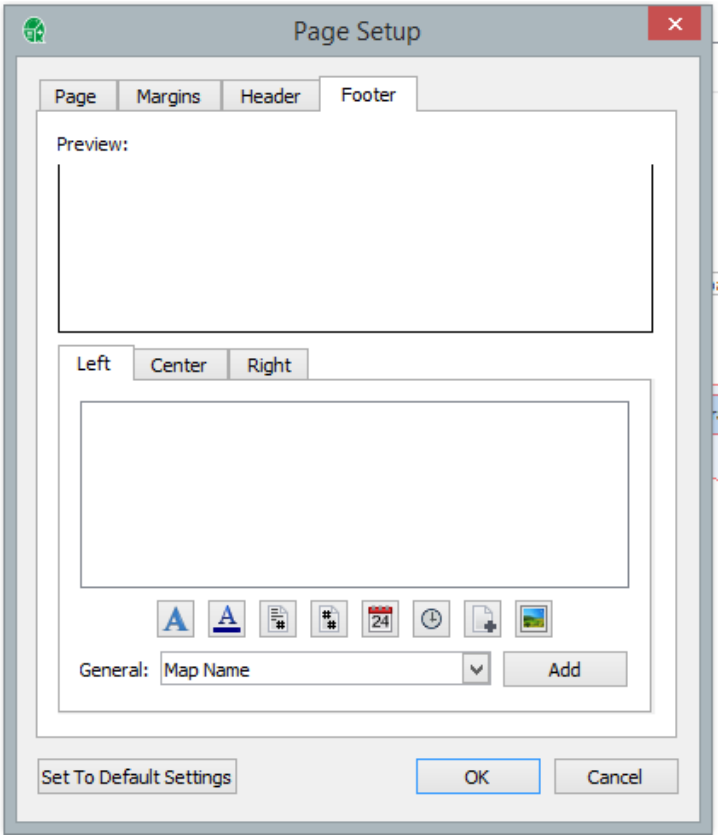

5. To change the paper size, click the paper size you want in the *Paper Size* box.
6. Click the *Margins* tab.
7. In the *Top*, *Bottom*, *Left*, and *Right* boxes, type or select the new margin settings
8. To place the map in the center of the page, select the *Horizontally* and *Vertically* check boxes in the Center on page frame.




9. Click on the *Header* tab.
10. To select the font of the *Custom* header, click on the *Font* button.
11. To insert an image in the *Custom* header, click on the *Image* button.
12. To select the alignment of the header's text or image, click on the *Right, Center* or *Left* button.




13. Click on the *Footer* tab.
14. To select the font of the *Custom* header, click on the *Font* button.
15. To insert an image in the *Custom* footer, click on the *Image* button.
16. To select the alignment of the footer's text or image, click on the *Right, Center* or *Left* button.




Before printing a map or chart, in addition to the page setup options, you can specify print options such as the printer and its properties, the print range for pages, the number of copies, and the date range.

1. In the *File* tab, click on the *Print* sub-tab.
2. From the *Printer* drop-down menu select the appropriate printer.
3. In the Settings portion of the Print sub-tab select the page orientation, paper size and the map's part (mind map, outline or notes).
4. To print the map or chart click on the *Print* button

## Share Tab

Sharing the ideas, brainstorming records among team members or colleagues is useful because you want to spread the word to get your idea off the ground and to receive valuable feedbacks. The "*Share*" functionality in iMindQ® gives an opportunity to the users to send messages to their colleagues with entire mind map as attachment. Before sending the e-mail, sender must save the mind map.

The process for sharing mind map among colleagues is very easy and it is performed in several steps:

1. *Open/Save* the mind map
2. From the "*File*" menu select the "*Share*" tab
3. Click on the "*Send As Attachment*" button

## Import/Export

"Import/Export" tab is divided in four major sub-tabs that allows converting information from various applications from MS Office into map in iMindQ®, exporting map's information in various file formats, convert it into pdf file or save the map's content into different file type. The implemented features in the "Import/Export" tab are described in the sections below.

*Import*

The following features are implemented in the "Import" tab:

| | Feature | Description |
|---|---|---|
| | **Microsoft Outlook** | Imports the information from the "Task" tab in Microsoft® Outlook into iMindQ®. |
| | **Microsoft Word** | Imports your organized Microsoft Word documents into iMindQ map |
| | **Microsoft Excel** | Opens the Excel Importer panel for importing Microsoft® Excel file (.xlsx file format) from which data will be presented in an iMindQ® map. |
| | **Microsoft Project** | Opens the content from Microsoft® Project document (.mpp file format) as IMindQ® map. Exports the map content in Microsoft® Project document (.mpp file format). |
| | **Import Template** | Import existing templates (.dmmt file) in iMindQ. |
| | **OPML** | Opens the OPML (Outline Processor Markup Language) file, from which a mind map is created. Exports the map as an outline tree of the map content. |

To import Microsoft Word and Microsoft Project file, you have to perform the following steps:

1. Open/Save the mind map
2. From the "File" menu select the "Import/Export" tab
3. Click on the "Import from MS Project"/ "Import from MS Word" button
4. Browse to the location where the file is placed
5. Load the file

For importing Outlook tasks into iMindQ map, the following steps are obligated:

- Open/Save the mind map
- From the "File" menu select the "Import/Export" tab
- Click on the "Import from MS Outlook" button
- Select the task from the "Task" folder in MS Outlook that will be imported
- Click on the "Import" button

*Export*

"Export" tab contains the following options:

| Feature | Description |
|---|---|
| **Image** | Export an image of the map in the following format: JPG, SVG and PNG. |
| **Rich Text Format** | Exports the current map information as a text outline for Microsoft Word (.rtf file format) |
| **HTML Map** | Export the map as an interactive HTML map that can be zoomed, expanded, collapsed and shared. |
| **HTML Web Page** | Exports the IMindQ® map as web page in .html format. |
| **Microsoft Excel (CSV)** | Exports the information in a textual, comma-delimited format. The exported file can be opened in Microsoft® Excel or any text editor. This format exports the task or resource information in raw table format, with no formatting or outline information. |
| **Microsoft Project** | Exports the map information as Microsoft Project file |
| **Microsoft Outlook** | Exports the map's information as tasks in the "Task" tab in Microsoft® Outlook. |
| **Microsoft PowerPoint** | Exports the mind map into Microsoft® PowerPoint file format. |
| **Microsoft Word** | Creates Microsoft Work document, containing mind map information. |

Common for exporting into all types is that you have to save the mind map, set the exporting settings (for exporting to image, Microsoft Project and Microsoft Outlook) and then select the location and the name of the output file.

### Save Map as File

iMindQ® uses the .dmmx file format to save the mind maps. In case, you want to share information with people that have older version of iMindQ® (DropMind) or another mind map application, you can work in compatibility mode or to save the information in the third-party applications file formats.

The following file formats are available:

| Feature | Description |
|---|---|
| **.dmmx** | *Default file format in which iMindQ saves the mind maps.* |
| **.dmm** | *Old file format in which iMindQ saves the mind maps.* |
| **.dmms** | *iMindQ file format for saving maps styles. The styles in the file can be edited and then imported and applied in the map.* |
| **.dmmt** | *iMindQ template file format. This file can be used as a base when starting preparing mind maps.* |
| **.dmmw** | *iMindQ workspace file format. This file can be used as a start point when working with several maps at time.* |

| | *Feature* | *Description* |
|---|---|---|
| | **.mm** | *FreeMind file format in which iMindQ is capable to store the information from the mind maps.* |
| | **.mmap** | *MindManager default file format in which iMindQ is capable to store the information from the mind maps.* |
| | **.xmmap** | *MindManager xml map file format in which iMindQ is capable to store the information from the mind maps.* |

For exporting the map in one of the available file formats, you have to save the latest changes in the mind map, and then choose the appropriate file format:

- Open/Save the mind map
- From the "File" menu select the "Import/Export" tab
- Click on the "Save Map as file" button
- Browse the location and name the output file.
- Click on the "Ok" button

## Quick Access Toolbar

Placed in the upper left corner, next to the Application menu button, the quick access toolbar contains the feature that is used commonly while working with the map. Using the quick access toolbar functions, you can start new document, open the existing one, make hardcopy of it, etc.

**Figure 2. Quick Access Toolbar in iMindQ®**

The following features are available in the Quick Access Toolbar:

| | Feature | Description |
|---|---|---|
| | **New** | This sub-menu contains a list of options that allow you to create a new map. |
| | **Open** | Shows the Open File dialog where you can browse for and select a map (.dmm file) to open in IMindQ®®. Beside the native IMindQ® file format (.dmmx file) user can save the map in one of the following formats: FreeMind map (.mm file format) and MindJet map (.mmap file format. |
| | **Save** | This sub-menu contains a list of options to save the currently active map. Beside the native IMindQ® file format (.dmmx file) user can save the map in one of the following formats: FreeMind map (.mm file format) and MindJet map (.mmap file format). |
| | **Print** | This sub-menu contains all the options you need to print the map - Print, Print Preview and Page Setup. Print shows the Print dialog where you can choose a printer to print the currently active map. Print |

| Feature | Description |
|---|---|
| | Preview shows the Print Preview window for the currently active map. Page Setup opens the Page Setup dialog for the currently active map. |
| **Map Preview** | Gives current preview of the map. |
| **Undo** | Erases the last action made in map and reverting it to the previous state. |
| **Redo** | Reverses the undo action |
| **Close** | Closes currently active map |

## Quick Topic Menu

The Q-menu is a unique iMindQ quick access menu which is available only in the map space. You can find the Q-menu in the upper-right or upper-left corner of a topic, once you hover over the topic with your mouse, as shown on the figure below. This menu is intended to provide the user ability to add topic, add relationship or format the topic on the fly while building its map.

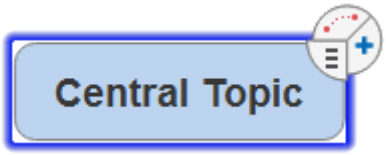



**Figure 3. Quick Topic Menu**

The Quick Topic Menu is divided in to three main parts that provide the following functionality:

| *Feature* | *Description* |
|---|---|
| **Add Subtopic** | Insert subtopic topic by single click on the plus icon or click once on the plus icon, hold and drop the topic in the empty map space. |
| **Add Relationship** | Create relationship where the start topic is the selected one. Drag and drop the end point of the relationship to another topic from map or drop it in the empty map space. This will create a new Floating topic. |
| **Format Topic** | Open the format topic dialog. |

# Ribbons

## Introduction

IMindQ® is software designed to work with Ribbon user interface, where application's functionalities are placed in tabs in a tab bar. By its definition, Ribbon is a single tab bar that contains graphical elements as representation for different functionalities. Several application's controls with similar functionalities can form a Group inside the Ribbon.

The iMindQ® Graphic User Interface consists of Application menu, where all features from the File menu from the Standard GUI are placed and Ribbons containing the other viewing features.

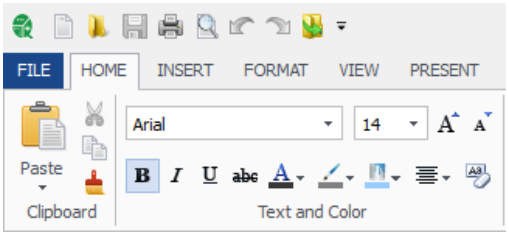



**Figure 4. Ribbon elements**

## Ribbon overview

IMindQ® contains six standard ribbons:

- Home
- Insert
- Format
- View
- Present
- Exchange
- Plan

iMindQ® contains additional three "tools" dynamic ribbons, selection dependent:

- Topic Format
- Relationship Format
- Boundary Format

Detailed description of the iMindQ® ribbons is given in the "Walkthrough iMindQ® ribbons" section.

## Working space

After installing and starting iMindQ® you will see user interface as it is presented on the figure below.

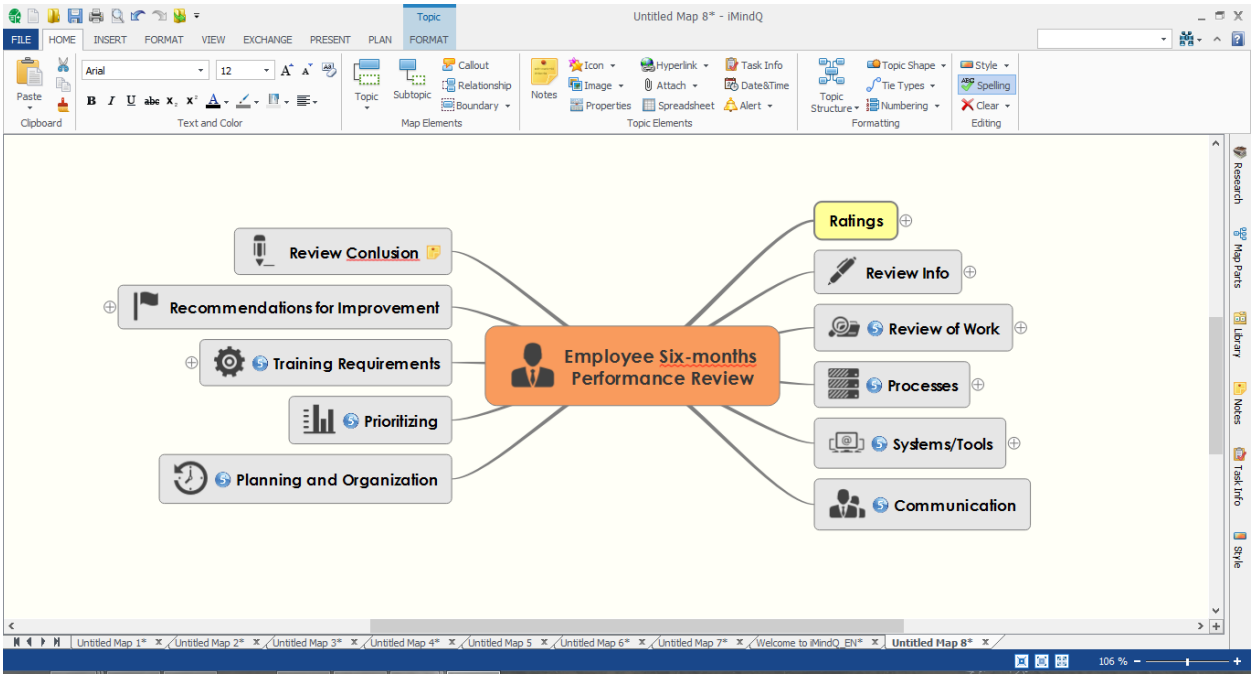



**Figure 5. iMindQ® Working space**

The main elements of the working space in iMindQ® user interface are:

- Ribbons – containing all commands available in iMindQ® grouped by the type of action. Detail explanation of the commands is given later in this chapter.
- Backstage View (File menu) – containing features for starting new maps, opening already created maps, printing and sharing maps.
- Quick Access Toolbar – set of commands that allows user to perform the same actions as using the Application menu, but much quicker. Quick Access toolbar can be customized allowing user to adjust it according its needs.
- Working area – space where the map is created, edited and viewed.

# Walkthrough iMindQ® ribbons

## Home ribbon

Home ribbon in iMindQ® contains the most used commands for creating and editing a map, such as inserting new topic in the map, formatting the topic's text, insert notes to the topic, change the

background of the map, etc. All features are categorized according to their similarity and functionality and organized in six groups, as illustrated in the figure below

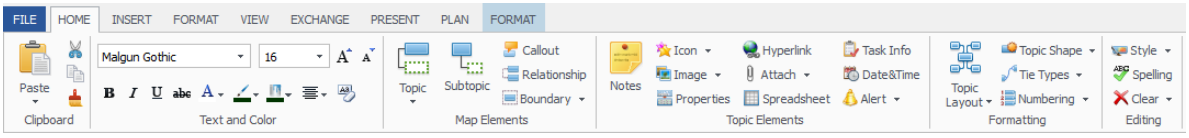



**Figure 6. Home ribbon in iMindQ®**

## Clipboard group

The Clipboard group in the Home ribbon is presented on the figure below:

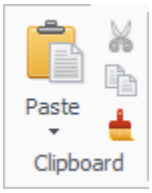



**Figure 7. Clipboard group in Home ribbon**

The Clipboard group contains features for copying and pasting different elements from the map. The following actions are available:

| | *Feature* | *Description* |
|---|---|---|
| | **Paste** | *Replaces the contents of the cell(s) with the data that is stored in the temporary storage area* |
| | **Cut** | *Makes replica of the cell's data in the cell(s) temporary storage area and delete the contents afterwards* |
| | **Copy** | *Makes replica of the cell's data in the cell(s) temporary storage area.* |
| | **Format Painter** | *Format topic's fill color, border color, shape and text color* |

## Text and Color group

Text and Color group with the implemented functionalities is presented on the figure below:

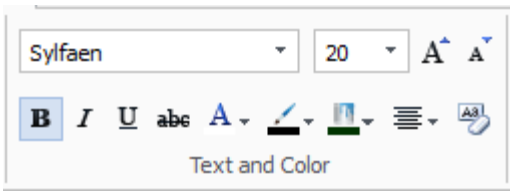



**Figure 8. Text and Color group in Home ribbon**

The topic's text in the map can be changed using the features from the Text and Color group group. The following actions are available:

| Feature | Description |
|---|---|
| **Font Type** | *Change the font type of the selected text.* |
| **Font Size** | *Change the font size of the selected text.* |
| **Increase Font Size** | *Increase the font size of the selected text with fix step.* |
| **Decrease Font Size** | *Decrease the font size of the selected text with fix step.* |
| **Bold** | *Make text **bold**.* |
| **Italic** | *Make text italic.* |
| **Underline** | *Underline the selected text.* |
| **Strikethrough** | *Draw a line through the middle of the selected text.* |
| **Change Font Color** | *Change the color of the selected text.* |
| **Line Color** | *Change the color of the topic boundary and the connector line.* |
| **Fill Color** | *Change the color of the topic's inside.* |
| **Alignment** | *Change the position of the selected text.* |
| **Clear Formatting** | *Delete all custom settings and return the default settings.* |

## Map Elements group

Map Elements group with the implemented functionalities is presented on the figure below:

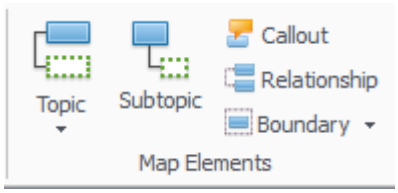



**Figure 9. Map Elements group in Home ribbon**

Different types of topics such as subtopic, floating topic or callout can be added in the map using the features from the Map Elements group. The following actions are available:

| Feature | Description |
|---|---|
| **Topic** | *Insert "sibling" topic (topic on same level) of the selected topic* |
| **Subtopic** | *Inserts "child" topic of the selected topic* |
| **Callout** | *Inserts descriptive topic in the map* |
| **Relationship** | *Inserts a link between two topics in the map* |
| **Boundary** | *Inserts visual group of selected topics in the map* |

## Topic Elements group

Topic Elements group with the implemented functionalities is presented on the figure below:

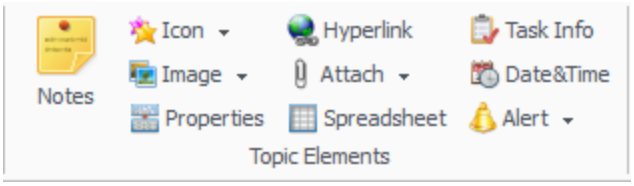



**Figure 10. Topic Elements group in Home ribbon**

By using one of the features located in the Topic Elements group, you can add new notes or edit an existing one, insert hyperlinks to different objects,attach files to the topics etc. The following features are available:

| | *Feature* | *Description* |
|---|---|---|
| | **Notes** | *Add note to the selected task.* |
| | **Hyperlink** | *Insert hyperlink to web page, map's topic, map on web, external documents for the selected topic.* |
| | **Attach** | *Add external file to the selected topic.* |
| | **Icon** | *Insert icon from the IMindQ® 's library in the selected topic.* |
| | **Image** | *Insert image from the IMindQ® 's library or from specific file in the selected topic.* |
| | **Task Info** | *Opens the Task info tab on the right side of the working area for inserting project management properties to the topic.* |
| | **Date & Time** | *Insert date and time in the map's topic.* |
| | **Alert** | *Insert alert to the map's topic.* |
| | **Spreadsheet** | *Inserts spreadsheet in the topic.* |
| | **Custom Properties** | *Inserts the following types of custom properties in the topic: text, boolean, number, date, time and date and time.* |

## Formatting group

Formatting group with the implemented functionalities is presented on the figure below:

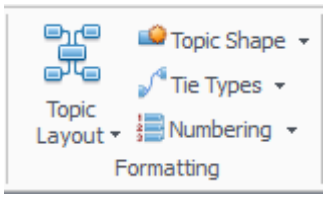



**Figure 11. Formatting group in Home ribbon**

For defining and editing the topic's shape and other map's elements as well as to define the map's structure use the features that are placed in the Formatting group. The following features are available in this group:

| | *Feature* | *Description* |
|---|---|---|
| | **Topic Layout** | *Arrange the map's topics around the central topic using one of the available predefined map layouts* |
| | **Topic Shape** | *Change default topic's shape using the shapes from the iMindQ®'s library or use your own shape or edit topic's fill color, border color or transparency.* |
| | **Tie Types** | *Define the tie types between the map's topics* |
| | **Numbering** | *Add numbers to the topics and subtopics according predefined numbering scheme* |

## Editing group

Editing group with the implemented functionalities is presented on the figure below:

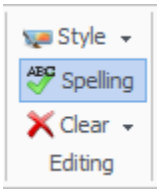



**Figure 12. Editing group in Home ribbon**

Spelling the map's text and removing the objects that are inserted in the map's topics are done using the features from the Editing group. The following actions are available:

| | *Feature* | *Description* |
|---|---|---|
| | **Style** | *Apply different visual styles from the IMindQ® library into the map. Create your own topic's style library and manage it or insert one of the available patterns from the IMindQ®'s library into the map and change map's background color.* |
| | **Spelling** | *Check the spelling of the selected text from the map.* |
| | **Clear** | *Clear the changes that are done in the map.* |

## Insert ribbon

Insert ribbon in iMindQ® contains features for adding different types of topics in the map, edit the topics in term of adding elements such as notes, images, icons, custom properties and other elements, as well as create new map as part of the current one. All features are categorized according their similarity and functionality and organized in three groups.

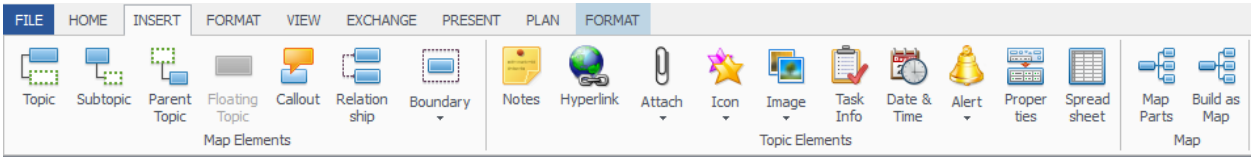



**Figure 13. Insert ribbon in iMindQ®**

The available subset of functions placed in the Home ribbon classified in groups is presented below:

### Map Elements group

Map Elements group is presented on the figure below:

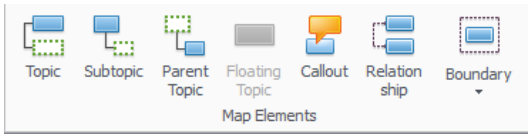



**Figure 14. Map Elements group in Insert ribbon**

Different types of topics such as subtopic, floating topic or callout can be added in a map by using the features from the Map elements group. The following actions are available:

| Feature | Description |
|---|---|
| **Topic** | Insert "sibling" topic (topic on same level) of the selected topic. |
| **Subtopic** | Inserts "child" topic to the selected topic. |
| **Parent Topic** | Inserts topic between the "parent" and "child" topic. |
| **Floating Topic** | Inserts topic that has no relationships with the with the topics that are under the Central topic |
| **Callout** | Inserts descriptive topic in the map |
| **Relationship** | Inserts a link between two topics in the map |
| **Boundary** | Inserts visual group of selected topics in the map |

## Topic Elements group

The Topic Elements group is presented on the figure below:

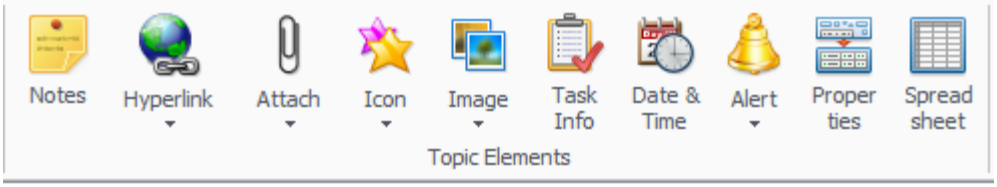



**Figure 15. Topic Elements group in Insert ribbon**

In the Topic Elements group, the following features are available:

| Feature | Description |
|---|---|
| **Notes** | Add note to the selected task |
| **Hyperlink** | Insert hyperlink to web page, map's topic, map on web, external documents for the selected topic |
| **Attach** | Add external file to the selected topic |
| **Icon** | Insert icon from the IMindQ®'s library in the selected topic |
| **Image** | Insert image from the IMindQ®'s library or from specific file in the selected topic |
| **Task Info** | Opens the Task info tab on the right side of the working area for inserting project management properties to the topic |
| **Date & Time** | Insert date and time in the map's topic |
| **Alert** | Insert alert to the map's topic |
| **Spreadsheet** | Inserts spreadsheet in the topic |
| **Custom Properties** | Inserts the following types of custom properties in the topic: text, boolean, number, date, time and date and time |
| **Notes** | Add note to the selected task |

## Map group

The look of the *Map* group in the *Insert* ribbon is presented on the figure below:

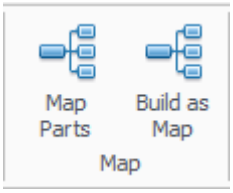



**Figure 16. Map group in Insert ribbon**

Saving map parts and creating new maps from different branches of the master map is performed with features located in the Map group. The following features are available in this group:

| Feature | Description |
|---|---|
| **Map Parts** | Saves part of map containing the selected topic and its subtopics |
| **Build As Map** | Create a new map where the selected topic from the master map is central topic in the new map |

## Format ribbon

The *Format* ribbon in iMindQ® contains features for editing map's topics such as topic's font, size, shape, color and position; map's structure, layout, background color and pattern, spacing and alignment of topics, ordering of topics etc. All features are categorized according their similarity and functionality and organized in four groups.

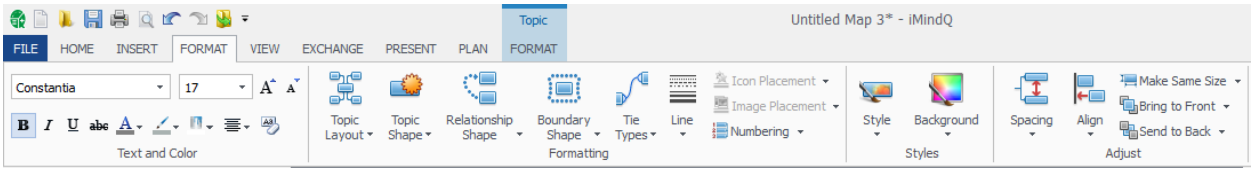



**Figure 17. Format ribbon in iMindQ®**

### Text and Color group

*Text* and *Color* group with the implemented functionalities is presented on the figure below:

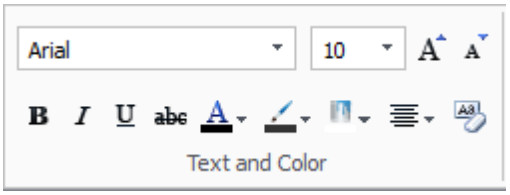



**Figure 18. Text and Color group in Format ribbon**

The text in a topic can be formatted

| | Feature | Description |
|---|---|---|
| | **Font Type** | Change the font type of the selected text. |
| | **Font Size** | Change the font size of the selected text. |
| A | **Increase Font Size** | Increase the font size of the selected text with fix step. |
| A | **Decrease Font Size** | Decrease the font size of the selected text with fix step. |
| B | **Bold** | Make text **bold.** |
| I | **Italic** | Make text *italic.* |
| U | **Underline** | Underline the selected text. |
| abc | **Strikethrough** | Draw a line through the middle of the selected text. |
| A | **Change Font Color** | Change the color of the selected text. |
| | **Line Color** | Change the color of the topic boundary and the connector line. |
| | **Fill Color** | Change the color of the topic's inside. |
| | **Alignment** | Change the position of the selected text. |
| | **Clear Formatting** | Delete all custom settings and return the default settings.. |

## Formatting group

The look of the *Formatting* group in the Format ribbon is presented on the figure below:

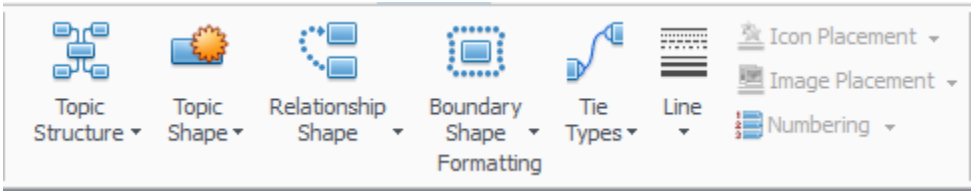



**Figure 19. Formatting group in Format ribbon**

The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Topic Layout** | Arrange the map's topics around the central topics using one from the available predefined map's structure |
| | **Topic Shape** | Change default topic's shape using the shapes from the IMindQ®'s library or use your own shape or edit topic's fill color, border color or transparency. |
| | **Relationship Shape** | Format the shape ( color, pattern, style )of the existing relationships between the topics in the map |
| | **Boundary Shape** | Format the shape ( style line color, line pattern, line weight, fill color and transparency ) of the existing boundaries in the map |
| | **Tie Types** | Define the tie types between the map's topics |
| | **Line** | Edit the line style and weight for the selected relationship or boundary |
| | **Icon Placement** | Select the location where the appropriate icon will be placed in the map's topic |

| | Feature | Description |
|---|---|---|
| | **Image Placement** | Select the location where the appropriate image will be placed in the map's topic |
| | **Numbering** | Add numbers to the topics and subtopics according predefined numbering scheme |

## Styles group

Styles group with the implemented functionalities is presented on the figure below:

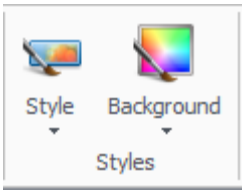



**Figure 20. Styles group in Format ribbon**

Changing map's style (topic's shape, color, background color and pattern) can be done using the features from the Styles group. The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Style** | Apply different visual styles from the iMindQ® library into the map, as well as manage styles, both new and existing ones. Add gradient color to an entire branch. Create mind map with spectrally colored ties. |
| | **Background** | Insert one of the available patterns from the iMindQ®'s library into the map and change map's background color |

## Adjust topic group

*Adjust* topic group with the implemented functionalities is presented on the figure below:

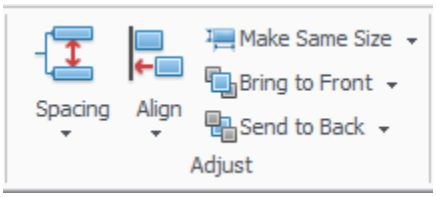



**Figure 21. Adjust group in Format ribbon**

Changing topic size (topic's width, topic's height or both) can be done using the features from the Resize topics group. The following features are available in this group:

| Feature | Description |
|---|---|
| **Spacing** | Setting vertical spacing between topics from same level and/or horizontal spacing between parent-child topics. |
| **Align** | Aligns topics left, right, center, top, bottom and in the middle by the last selected topic. Distributes selected topics horizontally and vertically dividing equal spacing between the selected topics. |
| **Make Same Size** | Makes all selected topics with same width and height, according the topic with the maximum width and height. Also you can make the same topic with same width or same height. |
| **Bring to Front** | Brings the selected topic(s) in front of all topics in the map. Brings the selected topic(s) one level up (forward). |
| **Send to Back** | Send the selected topic(s) to the back behind all topics in the map. Send the selected topic(s) one level backward behind the closest topic in the back of it/them. |

## View ribbon

The View ribbon in iMindQ® contains features for working with the map, such as view different branches of the map, expand or collapse the topics and subtopics, balance the map, etc. All features are categorized according their similarity and functionality and organized in five groups.

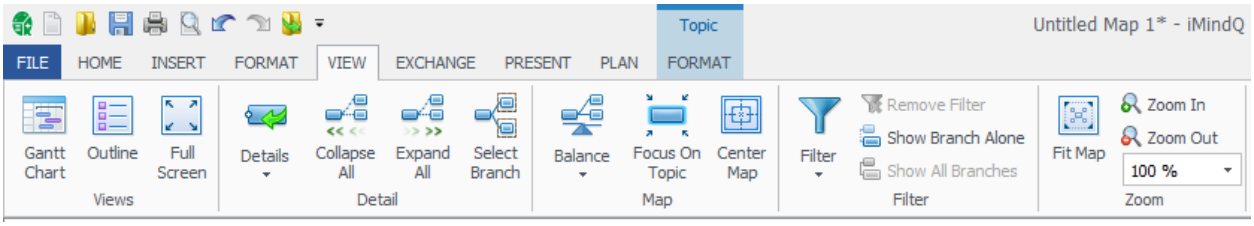



**Figure 22. View ribbon in iMindQ®**

The available subset of functions placed in the View ribbon classified in groups is presented below:

### Views group

The look of the View group in the View ribbon is presented on the figure below:

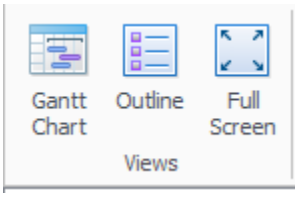



**Figure 23. View group in View ribbon**

To present the map into outline view or to get the maximum of the working area for presenting the map you can use the features implemented in the View group. The following features are available in this group:

## Detail group

The look of the Detail group in the View ribbon is presented on the figure below:

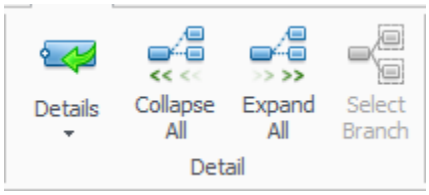



**Figure 24. Detail group in View ribbon**

For hiding or presenting different levels of the map you can use the features that are implemented in the Detail group. The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Details** | Expand/Collapse the subtopics in the branch according the selected outline level |
| | **Collapse All** | Collapse all subtopics for which parent is the selected topic |
| | **Expand All** | Expand all subtopics for which parent is the selected topic |
| | **Select Branch** | Automatically selects all subtopics for which parent is the selected topic |

## Map group

The look of the *Map* group in the *View* ribbon is presented on the figure below:

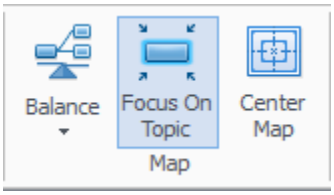



**Figure 25. Map group in View ribbon**

If you want to automatically place the map/topic in the center of your screen or to balance the topics in the map, use the features from the Map group. The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Balance** | Automatically distributes the topics around the central topic for visual balance |
| | **Focus On Topic** | Automatically places the selected topic in the center of the screen |
| | **Center Map** | Automatically places the central topic (and entire map appropriately) in the center of the screen |

## Filter group

The look of the *Filter* group in the *View* ribbon is presented on the figure below:

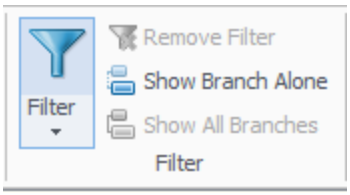



**Figure 26. Filter group in View ribbon**

To view different details from the map use the features from the Filter group. The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Filter** | Apply filter in the map to view different details in the map. |
| | **Remove Filter** | Remove the applied filter from the map. |
| | **Show Branch Alone** | Presents the selected branch alone, without the central topic and the other branches. |
| | **Show All Branches** | Present the map with all branches after "Show Branch Alone" feature was selected. |

## Zoom group

The look of the *Zoom* group in the *View* ribbon is presented on the figure below:

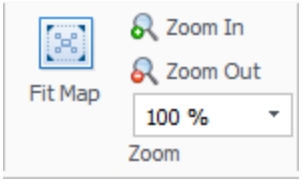



**Figure 27. Zoom group in View ribbon**

The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Fit Map** | Zoom the map to the level that occupies the entire working area on the screen. |
| | **Zoom In** | Enlarge the view of the map. |
| | **Zoom Out** | Reduce the view of the map. |

## Present ribbon

In the *Present* ribbon in iMindQ, the user can make an automatic or custom presentation for mind maps, WBS, organic maps and organizational charts. The user can also make presentation for Flowchart diagrams and other types of maps, by using Template scenes with predefined animations.

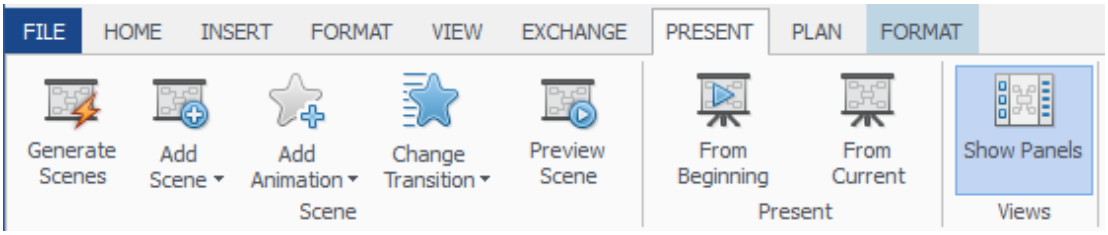



**Figure 28. Present ribbon in iMindQ®**

The available subset of functions placed in the Present ribbon classified in groups is presented below:

### Scene group

The look of the *Scene* group in the *Present* ribbon is presented on the figure below:

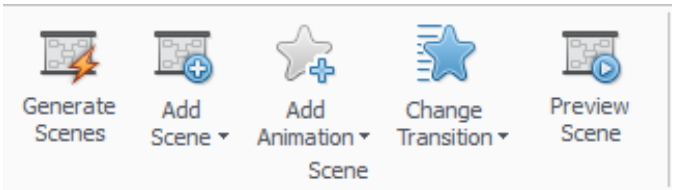



**Figure 29. Scene group in Present ribbon**

The following features are available in this group:

| | *Feature* | *Description* |
|---|---|---|
| | **Generate Scenes** | Automatically generate scenes for a mind map, organic Mind Map, WBS and organizational chart with predefined animations. |

| | Feature | Description |
|---|---|---|
| | **Add Scene** | Adds scene in the Scenes Panel for the selected topic(s). The Add Scene menu contains Template Scenes that contain dynamic predefined animations. |
| | **Add Animation** | Adds animation to the selected topic(s) as a selected single item or as parent topic including the child topics. |
| | **Change Transition** | Changes the Transition to the selected Scene(s) or acts as a default Transition for a new created Scene if there is no selection in the Scenes Panel. Two transition effects: Pan and Jump To. |
| | **Preview Scene** | Preview of the selected scene. |

## Present group

The look of the *Present* group in the *Present* ribbon is presented on the figure below:

**Figure 30. Scene group in Present ribbon**

The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **From Beginning** | Automatically plays a presentation for a Mind Map, Organic Mind Map, WBS and Organizational Chart; if there are no scenes in the Scenes Panel. Otherwise plays the presentation from beginning. |
| | **From Current** | Plays the presentation in a Full Screen Presentation View from the currently selected Scene. |

## Views

The look of the Views group in the Present ribbon is presented with the figure below:

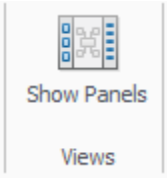



**Figure 31. Views group in Present ribbon**

The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Show Panels** | Opens both Scenes and Animations Panel. |

## Exchange ribbon

The *Exchange* ribbon in iMindQ® allows you to export map data into other formats such as formats from the Microsoft® Office suite: Microsoft® Word, Microsoft® Outlook, Microsoft® PowerPoint, or Microsoft® Project.

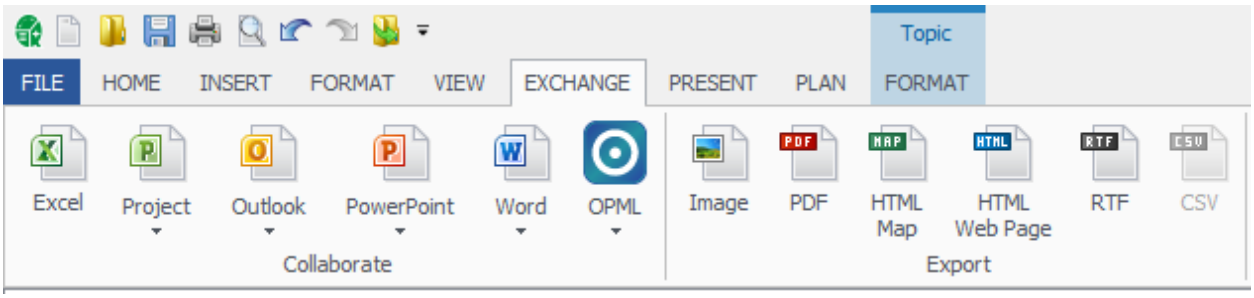



**Figure 32. Exchange ribbon in iMindQ®**

### Collaborate group

The look of the *Collaborate* group in the *Exchange* ribbon is presented on the figure below:

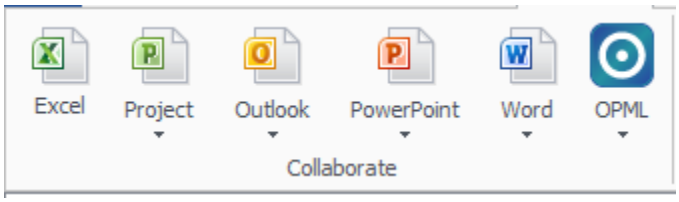



**Figure 33. Collaborate group in Exchange ribbon**

iMindQ® collaborates with the following Microsoft® Office suite applications, and each of them collaborates in a different manner with iMindQ® explained in more details in other parts of the User Manual.

| | Feature | Description |
|---|---|---|
| | **Excel** | Opens the Excel Importer panel for importing Microsoft® Excel file (.xlsx file format) from which data will be presented in an iMindQ® map. |

| Feature | Description |
|---|---|
| **Project** | Opens the content from Microsoft® Project document (.mpp file format) as IMindQ® map. Exports the map content in Microsoft® Project document (.mpp file format). |
| **Outlook** | Imports the tasks from Microsoft® Outlook and present them as IMindQ® map. Creates MS Outlook Tasks and Appointments and synchronizes changes. |
| **PowerPoint** | Creates a Microsoft® PowerPoint presentation (.pptx file format) from the Map slides. Export the map topics as Microsoft® PowerPoint object in one presentation slide (.pptx file format). |
| **Word** | Imports Microsoft® Word document (.docx file format) in a map or into a topic. Exports the current map/current topic as a Microsoft® Word document (.docx file format). |
| **OPML** | Opens the OPML (Outline Processor Markup Language) file, from which a mind map is created. Exports the map as an outline tree of the map content. |

## Export group

The look of the *Export* group in the *Exchange* ribbon is presented on the figure below:

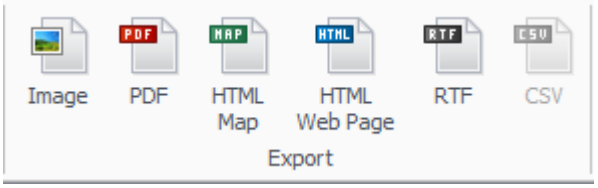



**Figure 34. Export group in Exchange ribbon**

You can export the iMindQ® map content into the following file formats:

| Feature | Description |
|---|---|
| **PDF** | Exports the IMindQ® map into Adobe portable document format (.pdf file format). |
| **Image** | Exports the IMindQ® map as image (.jpg file format). |
| **RTF** | Exports the IMindQ® map .rtf file format. |
| **HTML Map** | Export the map as an interactive HTML map that can be zoomed, expanded, collapsed and shared. |
| **HTML Web Page** | Exports the IMindQ® map as web page in .html format. |
| **CSV** | Exports the WBS (Work breakdown structure) task information in CSV (Comma Separated Value) file format. |

# Plan ribbon

The *Plan* ribbon in iMindQ® allows you to easily access the Gantt Chart view, as well as add different elements of a plan in the map (summary task, task, subtask, milestone). In the same time allows you to outline task data from the map and get quick project info. The Plan ribbon is consisted of six groups.

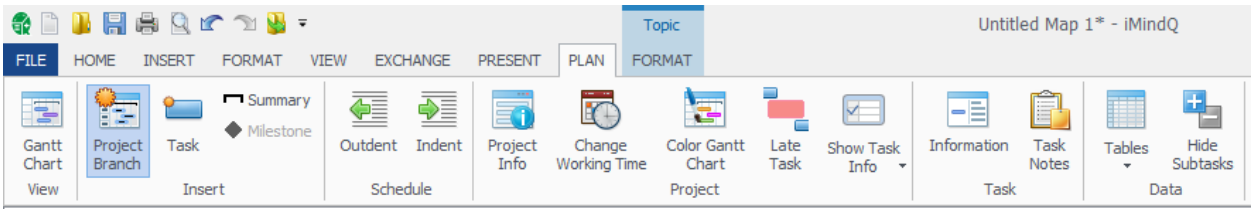



**Figure 35. Plan ribbon in iMindQ®**

## View group

You can see the *View* group in the figure below:

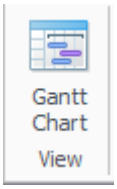



**Figure 36. View Group in the Plan ribbon**

The following features are implemented in the *View* group:

| | Feature | Description |
|---|---|---|
| | **Gantt Chart View** | Gives visual representation of the entire plan and plan's tasks with appropriate info sorted in columns. |

## Insert Group

The elements in the *Insert* group from the *Plan* ribbon can be seen in the following figure:

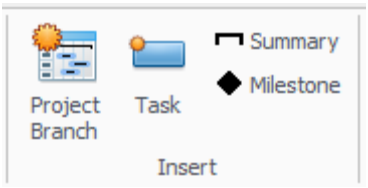



**Figure 37. Insert Group in the Plan ribbon**

The following features are implemented in the Insert group:

| Feature | Description |
|---|---|
| **Project Branch** | Makes the selected branch a summary task |
| **Task** | Adds new task on the same level as the selected one. |
| **Summary** | Inserts summary (parent) task to the selected task. |
| **Milestone** | Turns a selected item as event that receives should receive special attention and signals the completion of a key deliverable. |

## Schedule group

The elements of the *Schedule* group in the *Plan* ribbon are represented in the figure below.

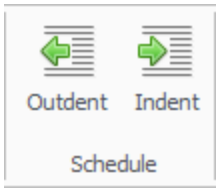



**Figure 38. Schedule Group in the Plan ribbon**

The following features are implemented in the Schedule group:

| Feature | Description |
|---|---|
| **Indent** | Selected task becomes a subtask of the task above, which becomes summary task. |
| **Outdent** | Selected task is moved back to the level of the task above and it is no longer a subtask. |

## Project Group

The elements of the *Project* group in the *Plan* ribbon are represented in the figure below:

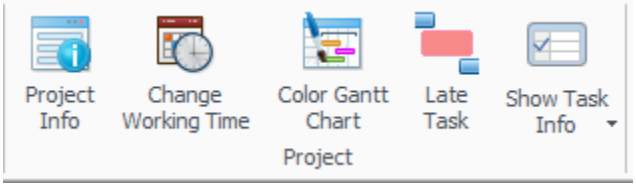



**Figure 39. Project Group in the Plan ribbon**

The following features are implemented in the *Project* group:

| Feature | Description |
|---|---|
| **Project Info** | Opens up the Project Information dialog with general information for the project plan. |

| | |
|---|---|
| **Change Working Time** | Change the working time for the project plan; insert exception days and create custom working weeks according your needs. |
| **Color Gantt Chart** | Colorizes the task bars in the Gantt Chart View, by inheriting the tasks fill color in the map space. |
| **Late Task** | Marks all tasks that should be finished at the current date, but their % Complete is not 100%. |
| **Show Task Info** | Show/Hide Task Info in topics. Manage which Task Info will be visible in the map space. |

## Task Group

The look of the *Task* group can be seen in the following figure:

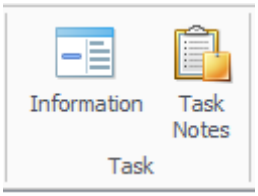



**Figure 40. Task Group in the Plan ribbon**

The following features are implemented in the Task group:

| Feature | Description |
|---|---|
| **Information** | Opens up the Task Information dialog for the selected task. |
| **Task Notes** | Opens the Topic Notes tab for selected task/topic. |

## Data group

The look of the Data group can be seen in the following figure:

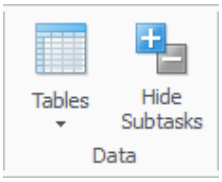



**Figure 41. Data Group in the Plan ribbon**

The following features are implemented in the Data group:

| Feature | Description |
|---|---|
| **Tables** | Opens tables in the Gantt Chart specifically for Entry, Summary, Tracking and Usage. |

| | | |
|---|---|---|
| | **Hide Subtasks** | Shows or hides subtasks in the map. |

## Format Topic contextual ribbon

*Format Topic* contextual ribbon in iMindQ® contains features for creating and editing map's topics plans. All features are categorized according their similarity and functionality and organized in five groups.

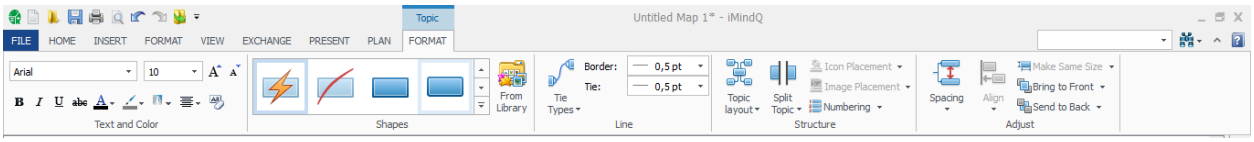



**Figure 42. Format Topic Ribbon in iMindQ**

### Text and Color group

The *Text* and *Color* group with the implemented functionalities is presented on the figure below:

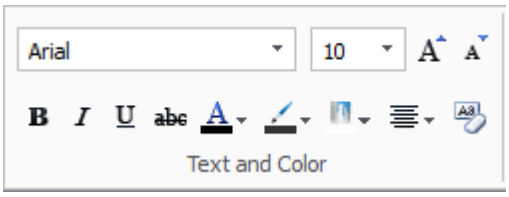



**Figure 43. Text and Color group in Format ribbon**

The topic's text in the map can be changed using the following features:

| | Feature | Description |
|---|---|---|
| | **Font Type** | Change the font type of the selected text |
| | **Font Size** | Change the font size of the selected text |
| | **Increase Font Size** | Increase the font size of the selected text with fix step |
| | **Decrease Font Size** | Decrease the font size of the selected text with fix step |
| | **Bold** | Make text **bold** |
| | **Italic** | Make text *italic* |
| | **Underline** | Underline the selected text |
| | **Strikethrough** | Draw a line through the middle of the selected text |
| | **Change Font Color** | Change the color of the selected text |
| | **Line Color** | Change the color of the topic boundary and the connector line |
| | **Fill Color** | Change the color of the topic's inside |
| | **Alignment** | Change the position of the selected text |
| | **Clear Formatting** | Delete all custom settings and return the default settings |

## Shapes group

*Shapes* group with the implemented functionalities is presented on the figure below:

**Figure 44. Shapes group in Format Topic ribbon**

You can choose different shapes for map's topics from the gallery placed in the ribbon. In case the desired shape is not in the gallery, you can add custom shape to the topic using the "From Library" functionality.

## Line group

The *Line* group is presented on the figure below:

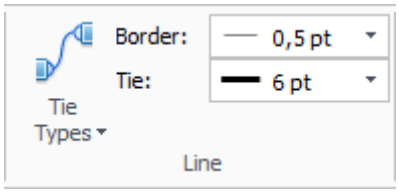



**Figure 45. Line Group in Format Topic ribbon**

The following actions are available:

| | Feature | Description |
|---|---|---|
| | **Tie Types** | Define the tie types between the map's topics |
| | **Border** | Define the topic's width |
| | **Tie** | Define the tie's width |

## Structure group

*Structure* group with the implemented functionalities is presented on the figure below:

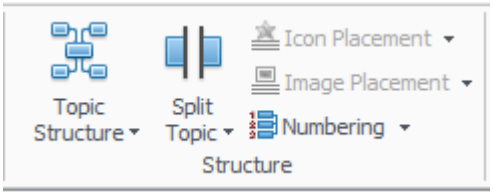



**Figure 46. Structure group in the Format Topic ribbon**

The following actions are available:

| | *Feature* | *Description* |
|---|---|---|
| | **Topic Structure** | Arrange the map's topics around the central topics using one from the available predefined map's structure |
| | **Split Topic** | Split the text in the topic either as topic, as subtopic, as multiple topics or as multiple subtopics. |
| | **Icon Placement** | Select the location where the appropriate icon will be placed in the map's topic |
| | **Image Placement** | Select the location where the appropriate image will be placed in the map's topic |
| | **Numbering** | Add numbers to the topics and subtopics according predefined numbering scheme |

## Adjust group

*Adjust* group with the implemented functionalities is presented on the figure below:

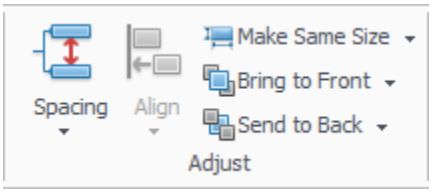



**Figure 47. Adjust group in the Format Topic ribbon**

Changing topic size (topic's width, topic's height or both) can be done using the features from the *Adjust* topics group. The following features are available in this group:

| | Feature | Description |
|---|---|---|
| | **Spacing** | Setting vertical spacing between topics from same level and/or horizontal spacing between parent-child topics. |
| | **Align** | Aligns topics left, right, center, top, bottom and in the middle by the last selected topic. Distributes selected topics horizontally and vertically dividing equal spacing between the selected topics. |
| | **Make Same Size** | Makes all selected topics with same width and height, according the topic with the maximum width and height. Also you can make the same topic with same width or same height. |

| | | |
|---|---|---|
| | **Bring to Front** | Brings the selected topic(s) in front of all topics in the map. Brings the selected topic(s) one level up (forward). |
| | **Send to Back** | Send the selected topic(s) to the back behind all topics in the map. Send the selected topic(s) one level backward behind the closest topic in the back of it/them. |

## Format Relationship contextual ribbon

Format relationship ribbon in iMindQ® contains features for editing map's relationships. All features are categorized according their similarity and functionality and organized in three groups.

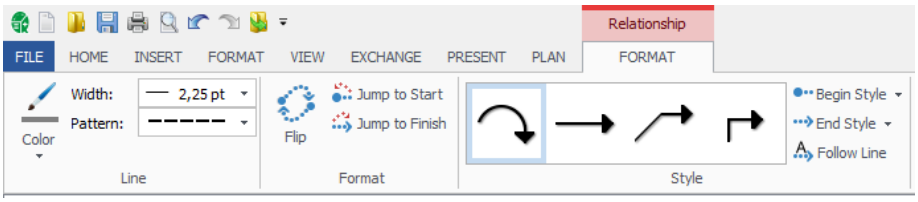



**Figure 48. Format Relationship Ribbon in iMindQ®**

### Line group

The *Line* group is presented on the figure below:

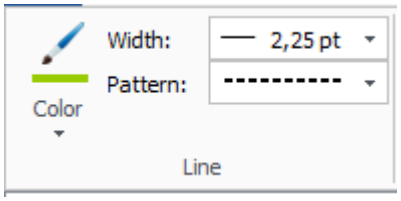



**Figure 49. Line group in the Format Relationship ribbon**

The following actions are available:

| Feature | Description |
|---|---|
| **Color** | Define the relationship color. |
| **Width** | Define the relationship's width. |
| **Pattern** | Define the relationship's pattern. |

### Format group

The *Format* is presented on the figure below:

**Figure 50. Format group in the Format Relationship ribbon**

The following actions are available:

| Feature | Description |
|---|---|
| **Flip** | Replace the starting and finishing point of the relationship respectively. |
| **Jump to Start** | Put the focus on the starting point of the relationship. |
| **Jump to Finish** | Put the focus on the finishing point of the relationship. |

## Style group

The *Style* group is presented on the figure below:

**Figure 51. Style group in the Format Relationship ribbon**

The following actions are available:

| Feature | Description |
|---|---|
| **Gallery** | Select the relationship style from the gallery in the ribbon. |
| **Begin Style** | Define the beginning style of the relationship. |
| **End Style** | Define the ending style of the relationship. |
| **Follow Line** | When selected the label of the relationship will follow the shape adjustments of the relationship. |

# Format Boundary ribbon

Format boundary ribbon in iMindQ® contains features for editing map's boundaries. All features are categorized according their similarity and functionality and organized in three groups.

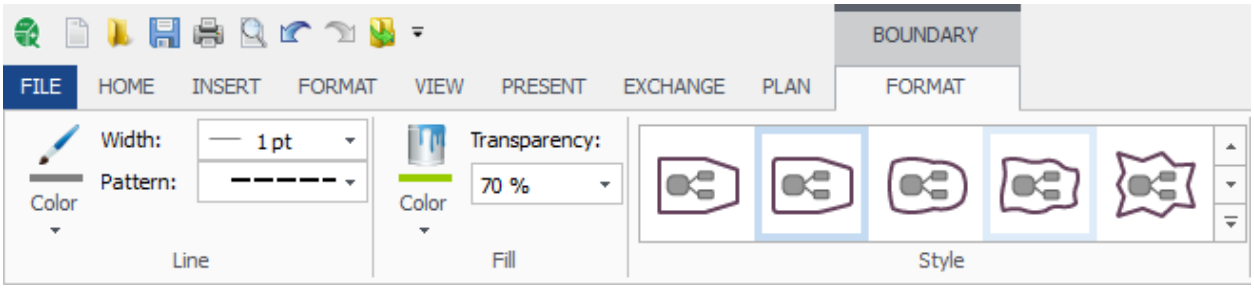



**Figure 52. Format Boundary Ribbon**

## Line group

The *Line* group is presented on the figure below:

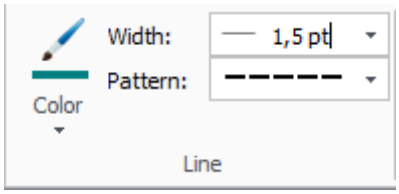



**Figure 53. Line group in the Format Boundary ribbon**

The following actions are available:

| Feature | Description |
|---|---|
| **Color** | Define the boundary's line color. |
| **Width** | Define the boundary's width. |
| **Pattern** | Define the boundary's pattern. |

## Fill group

The *Fill* group is presented on the figure below:

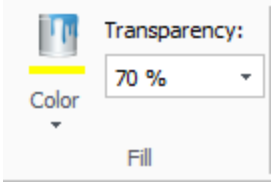



**Figure 54. Fill group in the Format Boundary ribbon**

The following actions are available:

| Feature | Description |
|---|---|
| **Color** | Define the boundary's fill color. |
| **Transparency** | Define the transparency of the filled color. |

## Style group

The *Style* group is presented on the figure below:

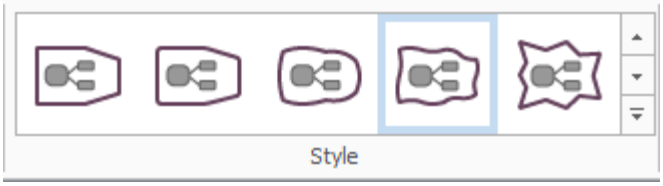



**Figure 55. Style group in the Format Boundary ribbon**

You can choose different shapes for the topic's boundary from the gallery placed in the ribbon.

# Create a Mind Map

## What is a map?

What is map? Map is a set of topics linked and arranged around one key word. It is visualization, graphical presentation, of your ideas, thoughts or tasks. Topics inside your map are connected in different ways, forming a radial net with several branches and the central topic as connection point for all branches. Each branch from the map can be relocated to another position in the map, reattached to another topic or presented as separate map using the "Build as Map" feature.

You can create different types of maps with iMindQ®, such as: Balanced/Free style Mind Maps, Organic Mind Maps, Concept Maps, Flowchart diagrams and other different, basic types of diagrams etc. Depending on what you want to create in iMindQ®, from the mentioned above, you have the following options in File Menu:

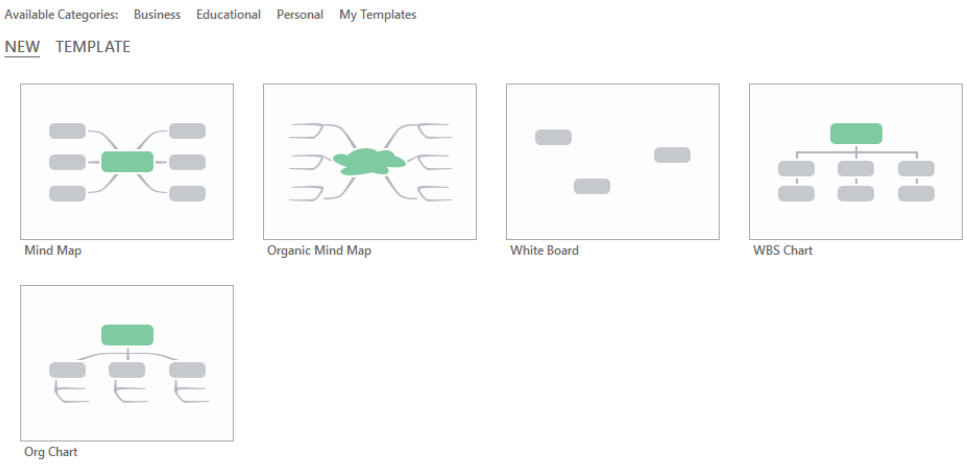



**Figure 56. File Menu options**

## Create your First Map

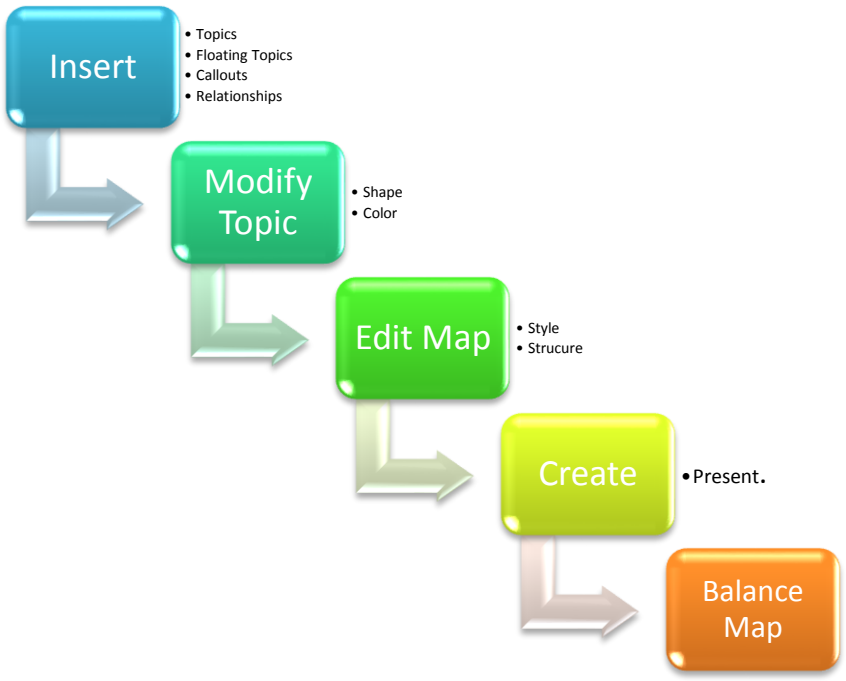
The next step, after the introduction with all features and their location in the ribbons, is to create a map. This small exercise will be practical introduction to IMindQ® main features and possibilities. You will create map that contains topics, floating topics, change topic's shape and color, rearrange the order the topics in the map.

The map, created by you, will have no more than 20 topics indented up to 4$^{th}$ level and 2-3 floating topics. At the beginning of this tutorial, you will learn how to insert topics and build a new map, to modify the content and the outlook of the topics, to choose and apply your own map style select the appropriate topic structure for the map and balance it.

In the next headings you will learn how to:

- Insert topics
- Modify topics
- Create map style, choose the topic structure, balance the Map and etc.
- Balance a Map

For that purpose, you have to fulfill the steps that are presented on the graphic below:




## Start New Map

After starting iMindQ®, you will see the Introduction map, in which are presented all possibilities of the iMindQ® software. In order to start working with the application and create your first map you have to begin with blank map. For that purpose perform the following steps:

1. Click on the *File* menu button.
2. Point the mouse cursor on the *New* submenu.
3. From the available map types (Mind Map, Organic Mind Map, White Board, Org Chart and WBS Chart), select the one that is most appropriate for your work.

Tips: You can start a new map by using the ***Ctrl+N*** shortcut or using the *New Map* feature from the Quick Access toolbar

After performing the steps above, you will see the screen presented on the figure below.

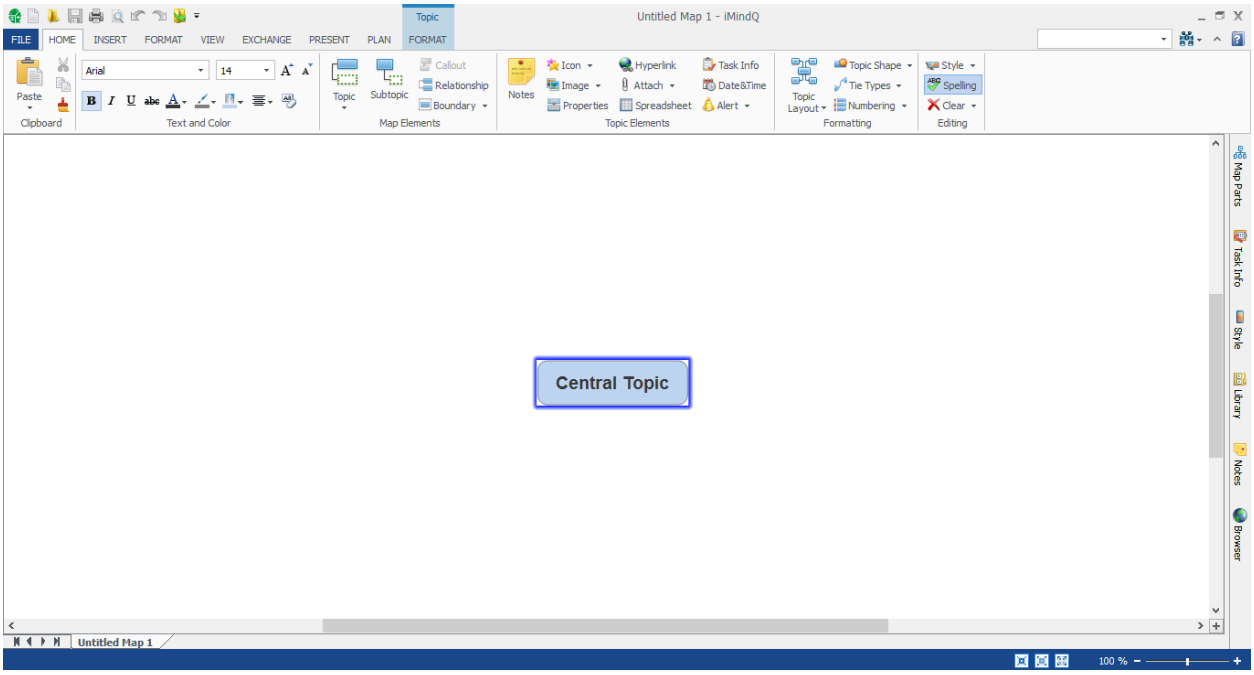



Figure 57. New Map

## Insert Topics

Topics are the main elements of the iMindQ® map. They can represent an idea, wish or task, process depending from the purpose of the created map. Detailed explanation of the topics in term of their definition, how you can use them in iMindQ®, how you can edit them is given in "Introduction" heading from this manual.

To insert topic (sub-topic of existing one) i.e. to create parent-child relationship in the map perform the follow procedure:

1. Select the topic that you want to add sub-topics (in this case the Central topic)
2. Click on the ***Insert*** button on the keyboard to insert the topic from the next level (Subtopics of the Central Topic)
3. To insert new topic (level 3) use the *Insert* button or if you want to add sibling topic use the ***Enter*** button on the keyboard.

You can also insert subtopic to an existing topic, by using the Quick Menu which appears on mouse hover of a given topic. Insert subtopic by simply click, hold and drop. You can see how it is done in the figure below.

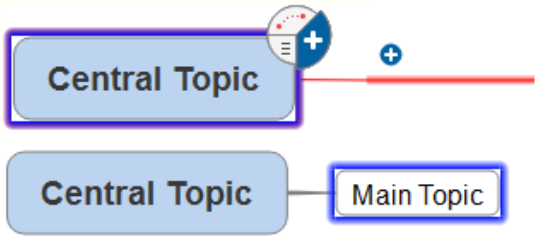



**Figure 58. Insert Topic with Quick Menu**

To create the map you will insert:

- 4 topics in 2nd level
- 5 topics on 3rd level
- 7 topics on 4th level

After several times performing the mentioned procedure, you will get the following map:

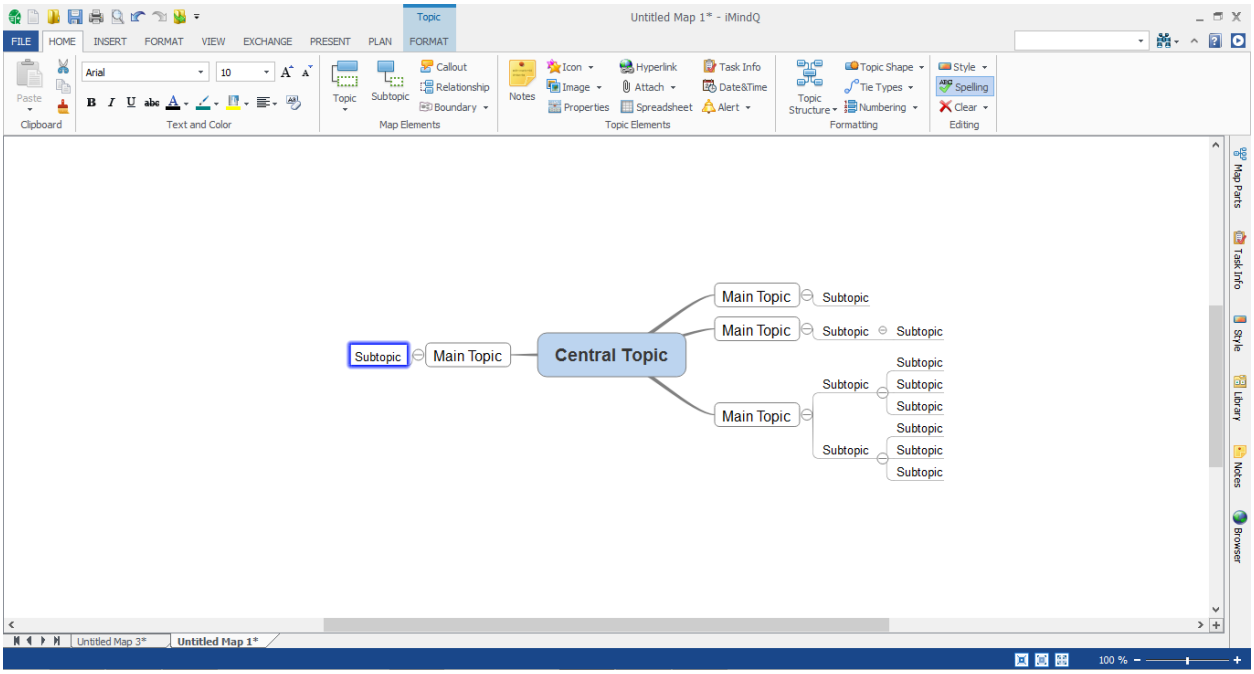



**Figure 59. Add Topics in the map**

## Edit Topics

When the map is created and it has the preliminary contour, it is time to give names to all topics inside it. You can use your own notification for the topics, but for this exercise we will use the following names (in clockwise order):

| Level | Name |
|---|---|
| 2 | Insert |
| 2 | Modify |
| 2 | Edit |
| 2 | Present |
| 3 | Topic |
| 3 | Topic |
| 3 | Style |
| 3 | Color |
| 3 | Present your Mind Map automatically |
| 4 | Color |
| 4 | Black Velvet |
| 4 | Blue Petrol |
| 4 | Sunny Day |
| 4 | Basic Color |
| 4 | Custom Color |
| 4 | My Color |

After renaming the Central topic and its subtopics, your map will look like the map presented on the figure below:

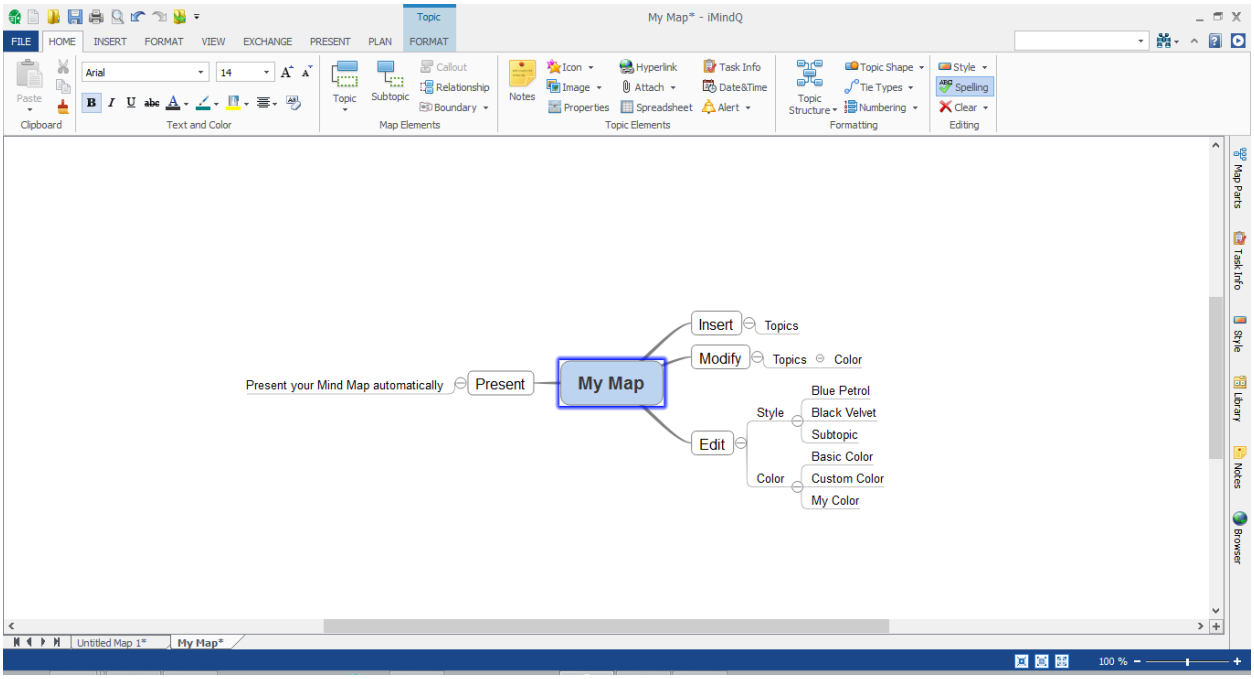



**Figure 60. Rename topics in the map**

## Format Topics

To format a topic means to change the font of the text, text size and color, change the topic shape and shape color, line color etc. This can be done in several ways. It can be done by:

- Clicking on the grey part of the Topic Menu that appears on mouse hover in one of the upper topic's corners
- Using formatting options from the dynamic Topic Format Ribbon, which appears after a topic is selected
- Using formatting options from the main Format ribbon

## Edit Map Background

When it comes to editing the Map Background, there are several things you can do with the Background of a Map: change Background color, add different Patterns in the Background from iMindQ® library or insert Background Image. All these things are accessible via the Format Background dialog.

To open the Format Background dialog, do the following steps:

1. Right click on empty Map Space.
2. From the *Background* context menu click *Format Background*.

### Add Patterns to Background

In order to add Patterns to the Background you have to use the Library, Do the following steps:

1. Click the *Library* panel on the right side of the space.
2. Choose the *Pattern* tab.
3. From the different folders select a Pattern of your preference.

**Note**: If you want to remove the Pattern from the Background, click on the 'Clear Background Image of Map…' button in the Library Panel→Patterns Tab.

### Insert Background Image

You can add Image to the Background by using the Format Background dialog. Here you can change the Position options of the image (Center, Fit and Tile), change its transparency and size. The image size can be enlarged by 10x more than its actual size and diminish it 10x less its actual size.

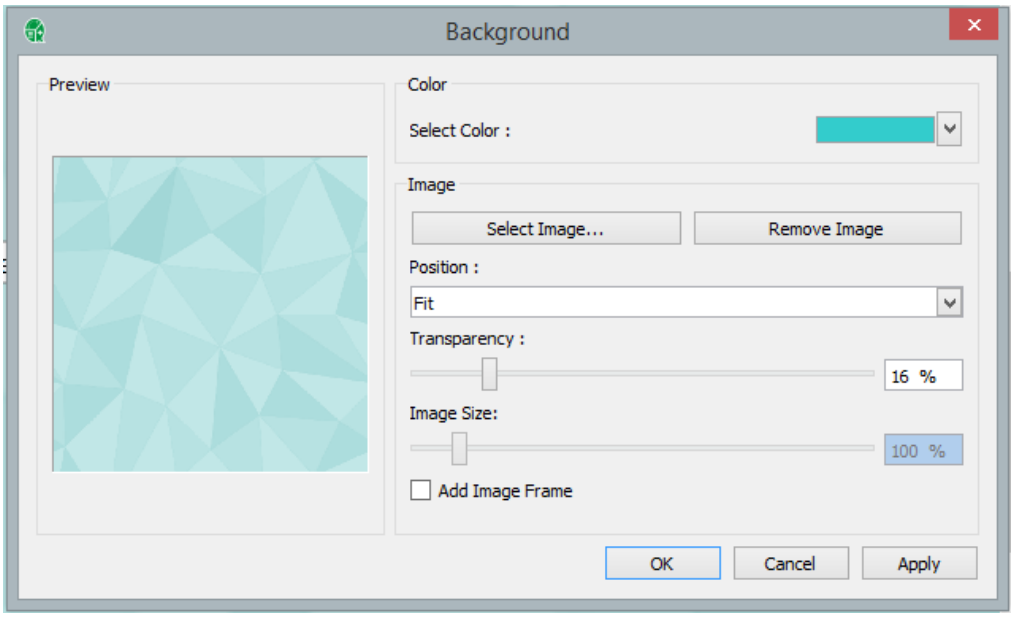



**Figure 61. Edit Background Image**

## Create your own Map Style

Map style feature allows you to change the outlook of your map by selecting one from the available styles or by creating your own style. After applying the appropriate style, you can make customizations of some topic, by changing the shape, color, font, etc.

### Define topic style

To create your own topic styles for every type of topic in the map, you have to do the following steps:

1. Select the topic that you want to modify (for Example, select the Central Topic);
2. Make the necessary changes in term of modifying the font, font size, color, etc.
3. Click on the *Style* button located on the far right side of the working area;
4. From the *Style items* drop-down menu select the appropriate topic style for which you have made changes (in step 1 we have modified the Central topic, so you have to select the *Central Topic Style* from the drop-down menu)
5. Drag the mouse on the Central Topic style and from the drop-down menu select the *Update style to match selection*.
6. Save the file in .dmms file format (iMindQ Map Style)

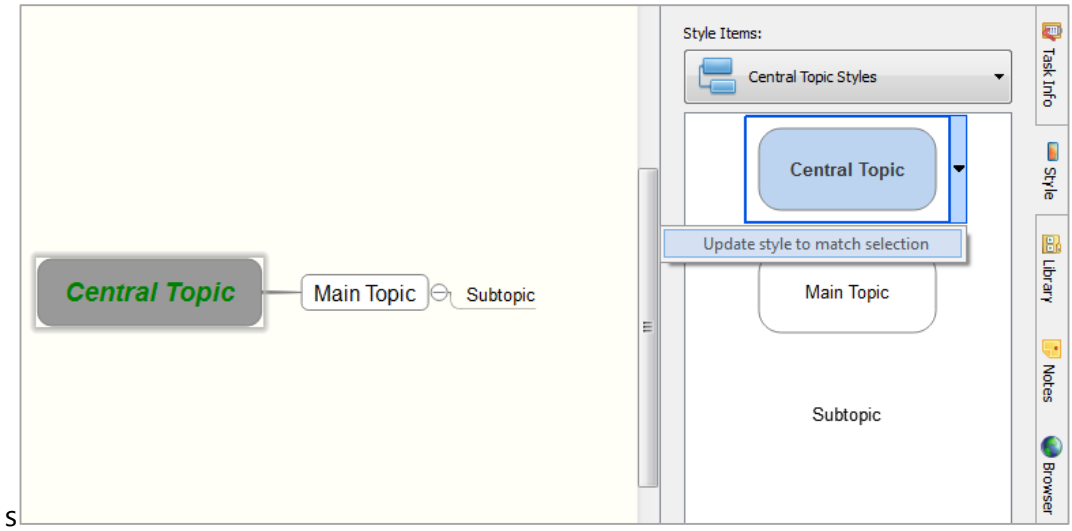



**Figure 62. Define Topic Style**

## Import and apply topic style

To apply the style that you have created into your map, first, you have to import the style and then to apply it in the map.

To import the map style, perform the following steps:

1. In the *Style* group of the *Format* ribbon click on the *Style* drop-down icon;
2. Select the *Manage Styles*… feature;
3. Click on the *Import* button and browse the .dmms location;
4. Close the Manage Style window.

To import the map style, perform the following steps:

1. Open map;
2. Click on the *Style* button located on the far right side of the working area;
3. From the *Map Style items* drop-down menu select the topic style that you have created

Our new, refreshed map is presented on the figure below.

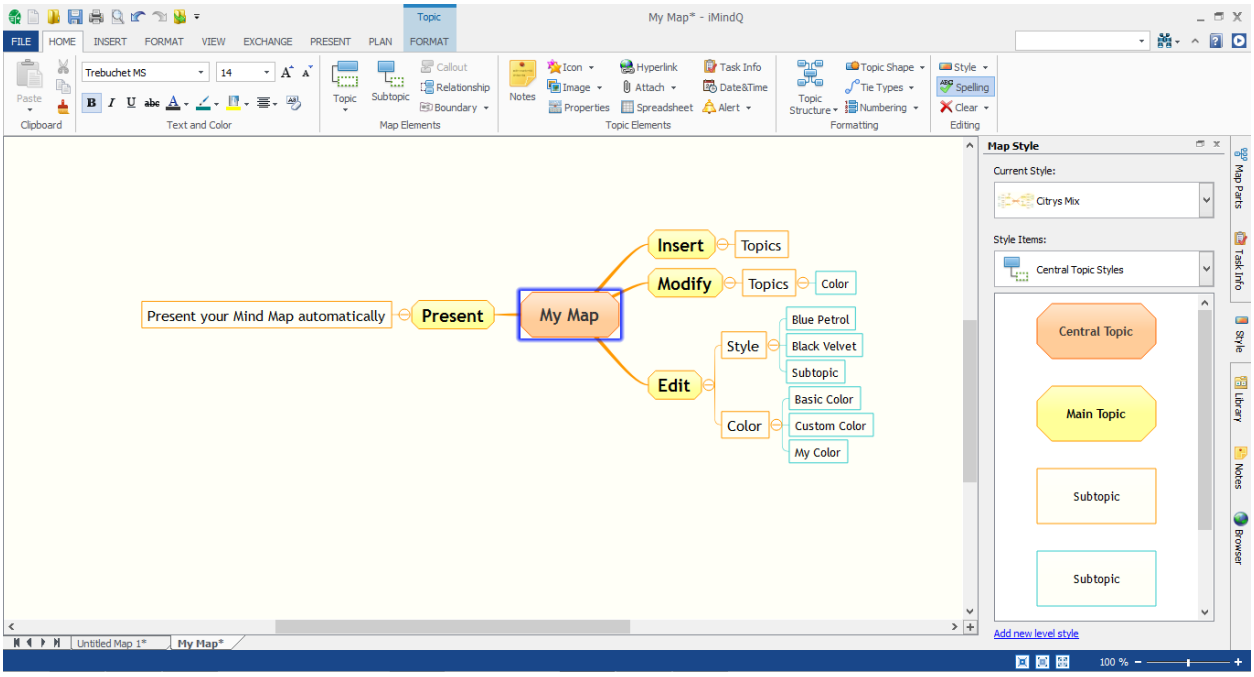



**Figure 63. iMindQ® map with implemented Map style**

Tips: The same effect will be achieved if you use the same action located in the *Format* ribbon

## Edit Map Style

Map style or .dmms file can be edited as ordinary map. If you open a .dmms file, then iMindQ® will open in editing mode, containing only one ribbon that will allow you to make the necessary changes in the style. You can edit the following items: Central topic, Main topic, Floating topics, Subtopics, Callouts, Relationships and Boundary.

To edit any of the mentioned map items, perform the following steps:

1. Open the .dmms file, where the map styles are saved;
2. Select the topic that you want to modify (for Example, select the Central Topic);
3. Make the necessary changes in term of modifying the font, font size, color, etc.
4. From the *Style items* drop-down menu select the appropriate topic style for which you have made changes (in step 1 we have modified the Central topic, so you have to select the *Central Topic Style* from the drop-down menu)
5. Drag the mouse on the Central Topic style and from the drop-down menu select the *Update style to match selection*.
6. Save the modifications.

The look of iMindQ® in editing mode for styles is presented on the figure below.

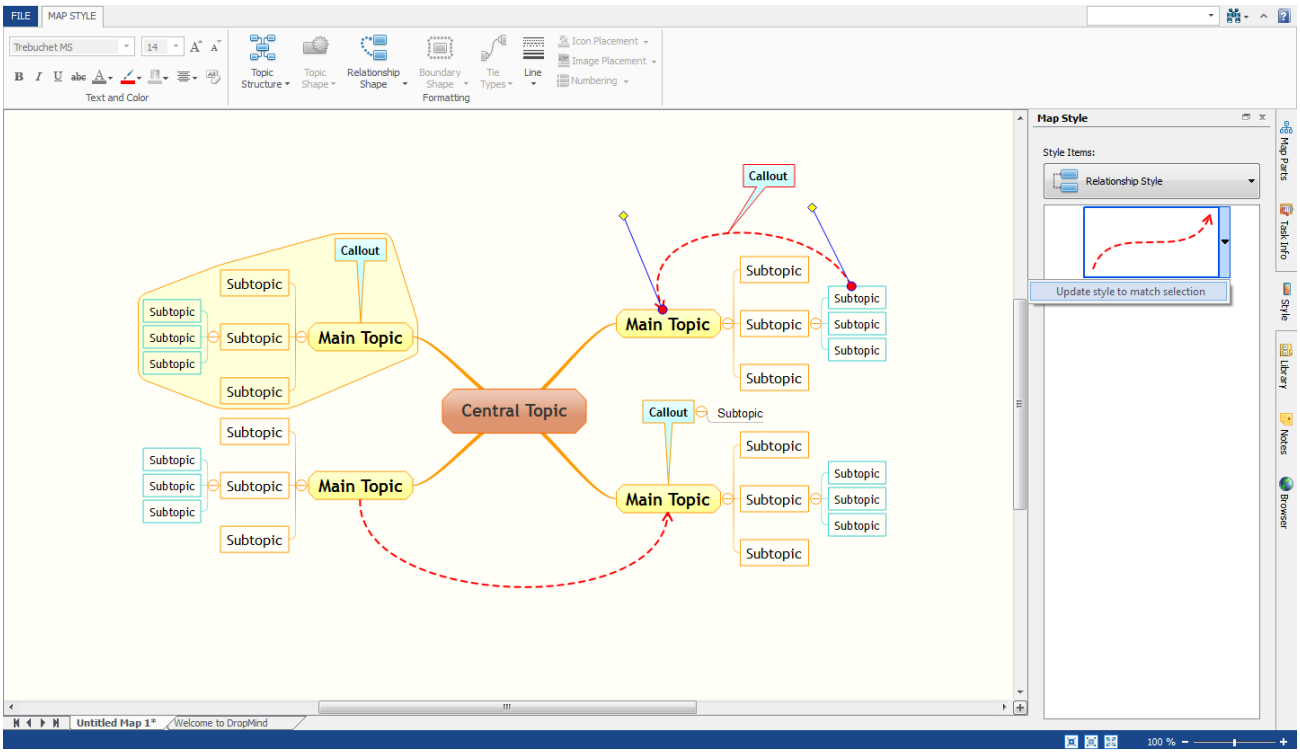



**Figure 64. iMindQ® map in Edit style mode**

## Export your Mind Map as MS PowerPoint Presentation

The procedure for exporting the slides from iMindQ® into PowerPoint is very easy:

1. In the *Export* group click on the *PPT* icon.
2. In the newly open dialog enter the name of the Microsoft® PowerPoint file as well as its location.
3. Click on the *Save* button.

If you want to customize the exporting settings from iMindQ® to Microsoft® PowerPoint, do the following steps:

1. Click on the *Exchange* ribbon tab.
2. Click on Microsoft® PowerPoint dropdown menu.
3. Choose *Create PowerPoint Presentation* option.
4. Click *Settings* button on the right side in the *Format Microsoft PowerPoint* slides.
5. Once you are done customizing the exporting setting click *OK* and click the *Export* button in the panel.

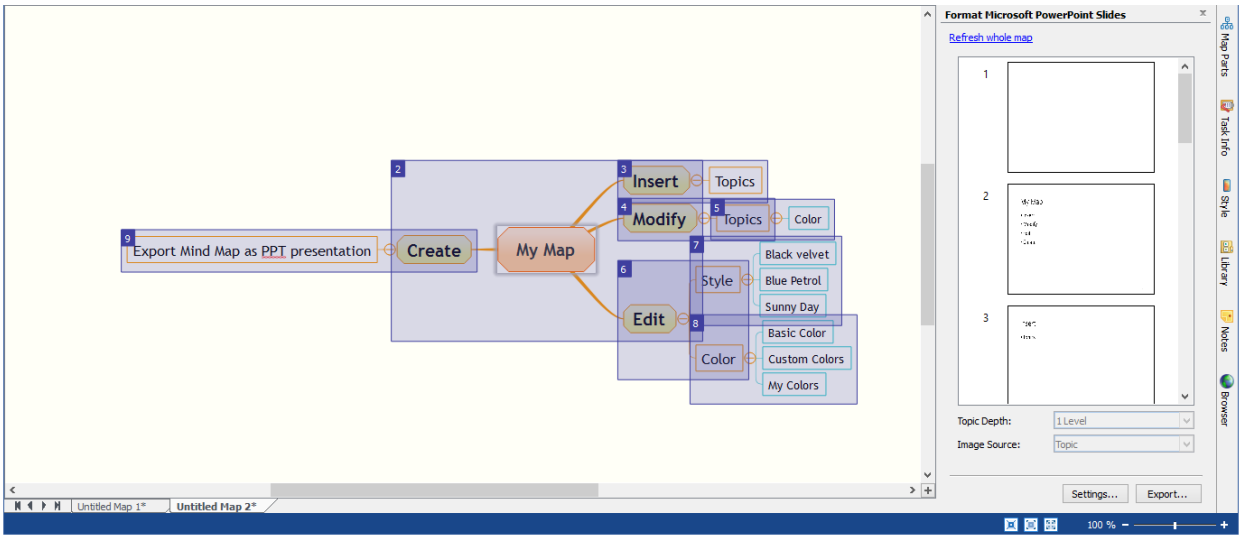



**Figure 65. Create custom Microsoft PowerPoint Slides**

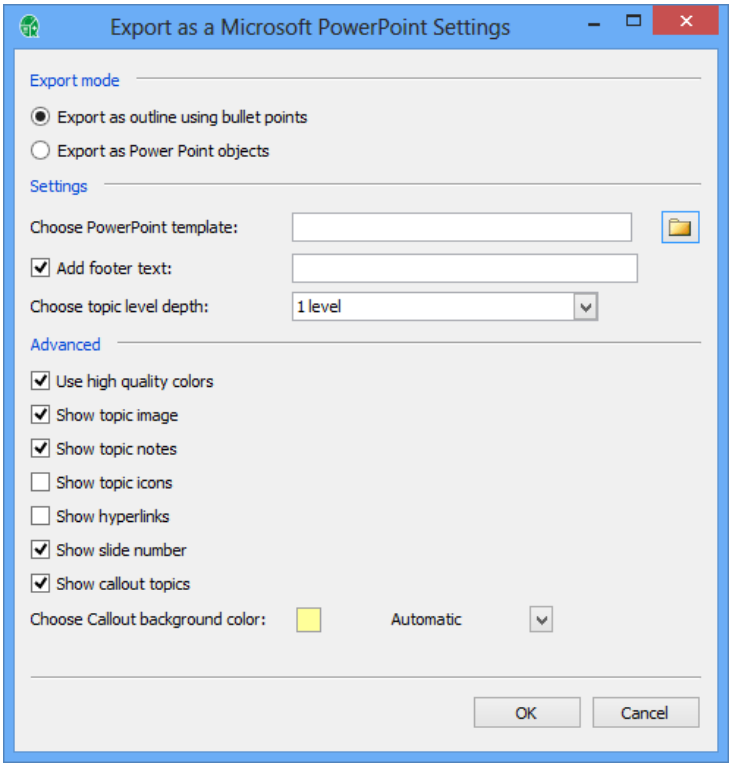



**Figure 66. Export to Microsoft PowerPoint Settings dialog**

If you choose to export your map as Microsoft® PowerPoint slide, another option in the dropdown menu, your map will be presented in the .pptx file like in the figure below:

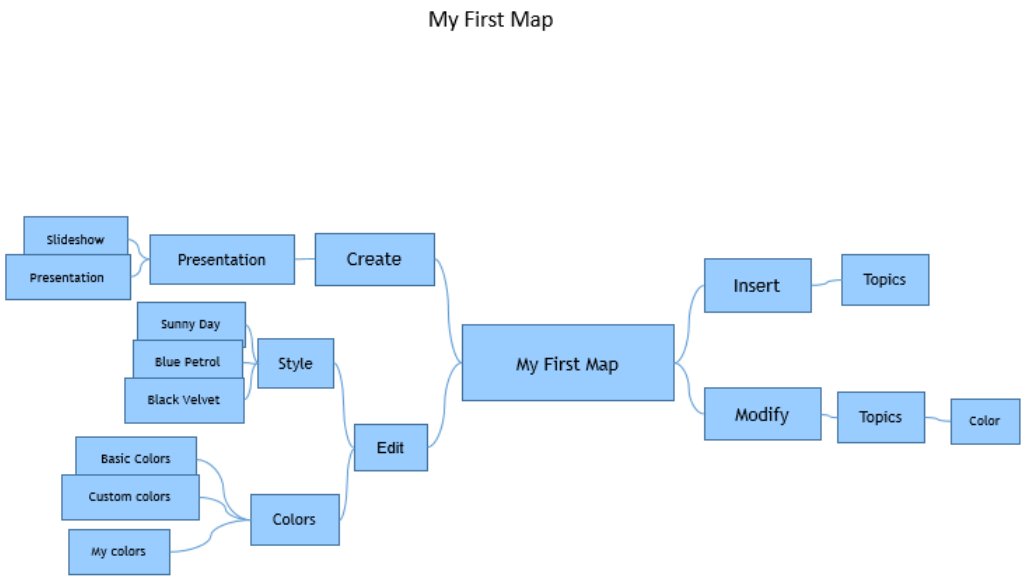



**Figure 67. Export your map as MS PowerPoint Objects**

## Change Topic/Branch/Map Structure

You can change the topic or map structure in several ways. To change the structure of a map, do the following steps:

1. Select the Central Topic.
2. Click on the *Home* Ribbon.
3. From the *Formatting* group, click on the *Topic Structure* option.
4. Choose one of the desired Topic Structures.

Available Topic Structures:

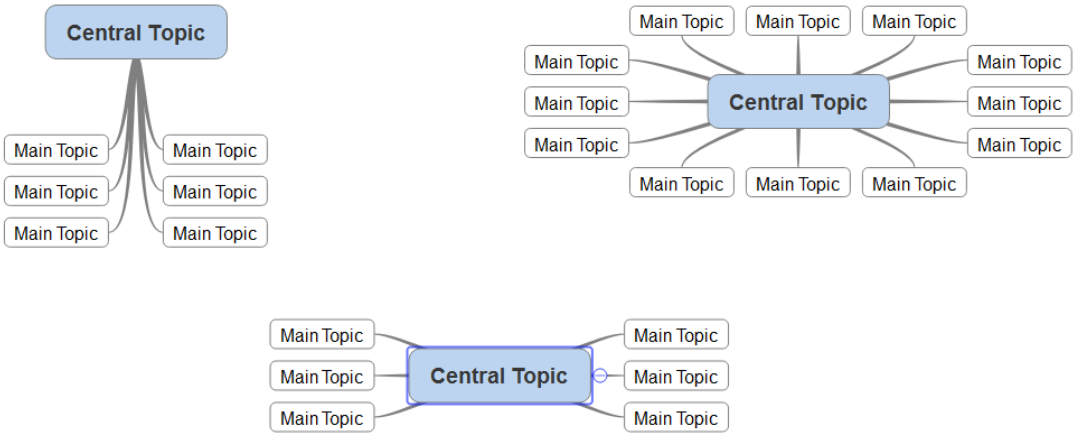
- Map
- Four Direction Map
- Split Tree
- Left Map
- Right Map
- Top Map
- Down Map
- Right Tree
- Left Tree
- Free Layout

In a balanced map not only that you can change structure of the entire map, you can also do it on the desired topic (branch). The Floating topics in a balanced map as well as the Main Topics of a Central Topic can be freely moved in a balanced map layout.

You can apply the same map structure, mentioned above, to the Floating topics too. If you apply the topic structures listed below, to the Floating topics, they will become Central Topics.

- Map
- Four Direction Map
- Split Tree
- Free Layout

This way you can create multiple mind maps in one iMindQ document.




You can have multiple mind maps in one iMindQ file with different map structures balanced map combined with free layout map and vise-versa. (See the image above)

## Freestyle Map Layout

When you create a New Map it is balanced by default. Here, the positioning of the topics it is balanced and limited. With the Freestyle layout you can change their position anywhere in the map space.

To apply freestyle layout to the map, perform the following steps:

1. Select the central topic (My first Map).
2. Click on the *Format* Ribbon tab.
3. Click on *Topic Structure* dropdown menu and choose *Freestyle* .

You can open a freestyle map with an interesting default map style from the *File Menu → New → Organic Map*. In the figure below, it is presented how a freestyle map will look like.

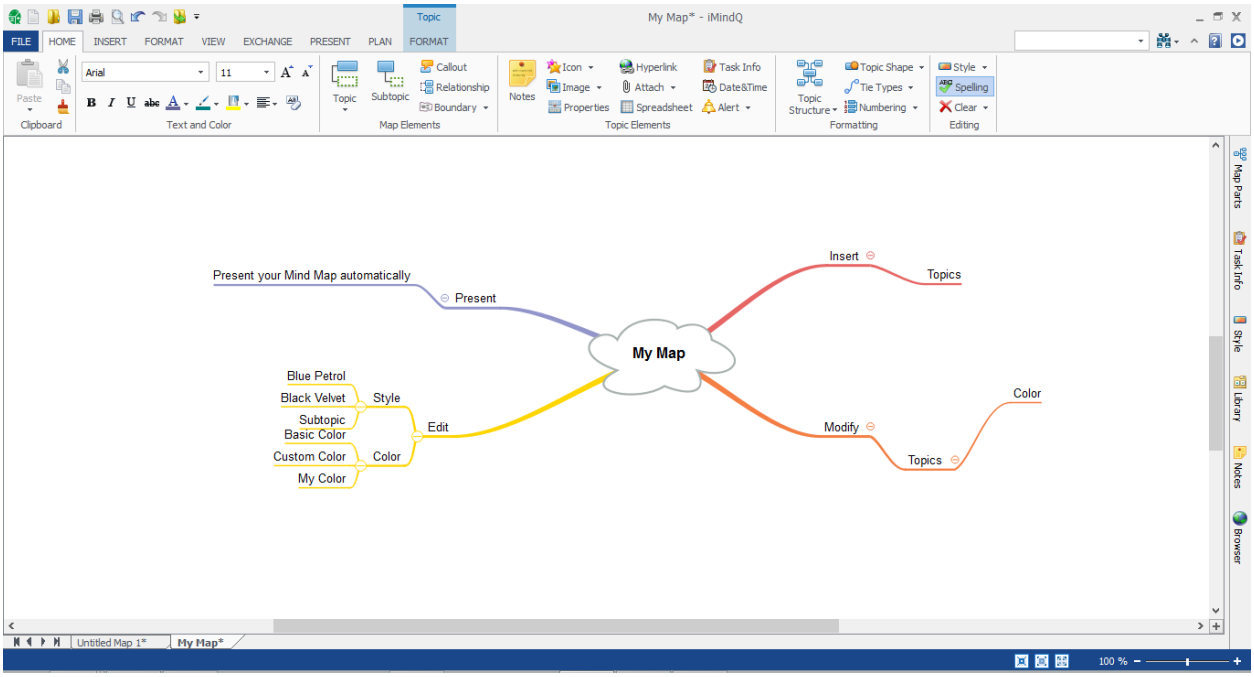



**Figure 68. Freestyle map in iMindQ®**

## Balance Map

If we analyze the map for a bit, we can see that three branches are on the right side of the central topic (Insert, Modify and Edit) and one the Contents branch is on the left side. To do map symmetrical i.e. to have same number of branches from the both side you need to balance your map.

To balance the map, perform the following steps:

1. Select the central topic (My first Map).
2. Click on the *View* ribbon tab.
3. In the Map group, click on the *Balance* icon.

The look of the balanced map is presented on the figure below.

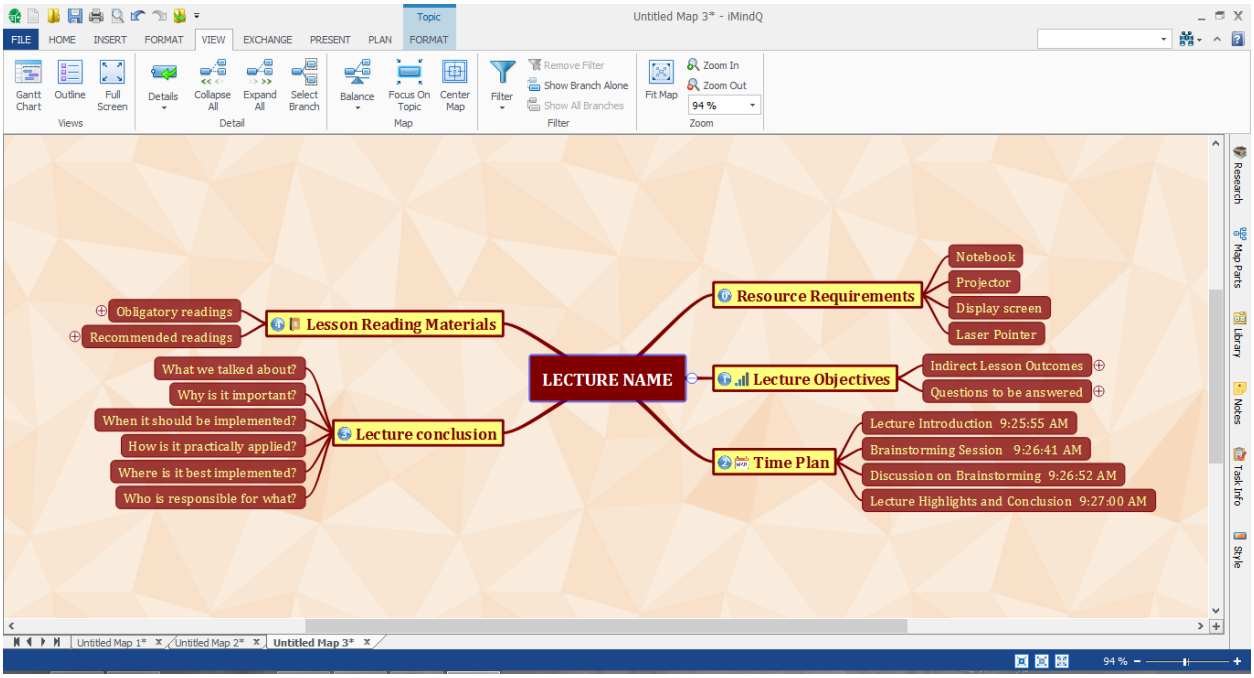



**Figure 69. Balanced map in iMindQ®Split text information in a topic as new topics**

You can split a topic into multiple topics or multiple subtopics using spaces as a delimiter. When you have selected a topic, the user will be enabled to split the text in the topic:

- **As Multiple Topics** – to create a group of new topics, all at the same level;
- **As Multiple Subtopics** - to create a topic from the first word, with the other words as subtopics.

1. Select the topic.
2. Click on the *Topic Format* contextual ribbon tab.
3. From the Structure group, click on the *Split Topic* option.
4. From the dropdown menu, either select *As Multiple Topics* or select *As Multiple Subtopics*.

Tip: You can use the same Split options from the contextual menu on right-mouse click on the topic.

You can also use the following shortcut keys:

- To split into multiple topics press ***CTRL+ALT+ENTER.***
- To split into a topic with multiple subtopics press ***CTRL+ALT+INSERT***.

You can split the topic at a particular location, using the text to the right of the cursor as text for the new topic(s). When you want to split the topic at a location where you have positioned the cursor, the following options are available:

1. **As Topic** – Split the text to the right of the cursor in a new sibling topic of the topic being split.
2. **As Subtopic** – split the text to the right of the cursor as a new child topic of the topic being split.
3. **As Multiple Topics** - the text is split at the cursor location, and then into additional new sibling topics using spaces as the delimiter.
4. **As Multiple Subtopics** - the text is split at the cursor location, and then into additional new child topics using spaces as the delimiter.

1. Make a double click inside the topic at the location where you want to split it.
2. Click on the *Topic Format* contextual ribbon.
3. From the *Structure* group, click on the *Split Topic* option.
4. From the dropdown menu select the desired splitting option.

Click the topic type you want to create with the text to the right of the cursor. If you choose one of the "Multiple" options, the text is split at the cursor location, and then into additional new topics using spaces as the delimiter.

Tip: You can use the same Split options from the contextual menu on right-mouse click on the topic.

You can also use the following shortcut keys:

- To split and create a sibling topic press ***ALT+SHIFT+Down arrow***.
- To split and create a subtopic press ***ALT+SHIFT+Right arrow***.

# Present your maps & diagrams

## Organize your researched information

In iMindQ®, you can search an information on the web in the same time as you are creating your map. As you type specific terms in the map, iMindQ Research searches the information instantly and the searched results are presented to you in the preview window. If you need to search additional information for an existing topic, just select it and open the Research Panel. iMindQ will do the rest for you.

You can filter your search by choosing one of the available options:

- Google Search
- Google Images
- OpenClipart
- Twitter

To do that, you shall open the Research Panel, positioned on the right side of the application window. The research panel is consisted of the following options:

- Backward and Forward options to switch between already made searches;
- Choose the desired search service: Google Search, Google Images, OpenClipart or Twitter;
- Type what you search for in the edit box positioned in the top of the Research Panel;
- Preview of the searched results;
- Drag and drop desired content from the search results to the topics in the map space.

**Figure 70. Research Panel in iMindQ®**

## Present your Mind Map

iMindQ® allows you to present your mind maps in a new and unique way, as well as in a very easy and fast manner. You can make an automatic presentations for your mind maps with just one click or make a custom presentations for specific audiences. You will be even able to interactively present different parts of your mind map, depending on the interaction and communication with the audience. For the first time, the concept of a screen play is presented in the mind mapping world, where your presentation is the screenplay, the scenes – view of a part of the maps in which different topics (actors) have their own animation (role) to play.

### Present your map automatically with one click

At the end of a meeting, you might want to directly present what was concluded from the meeting, in a form of a mind map, to all attendees. You might need to present the Project WBS to the project team, in order to convey the main objectives of the project and what is expected as a project Deliverable  You can do that in iMindQ® with just one click.

To present your mind map automatically, do the following steps:

1. Click on the *Present* ribbon tab.
2. From the *Present* group, click the *From Beginning* button.

An automatic presentation will be played in a Full Screen Presentation View. The flow of the presentation is represented in the figure below.

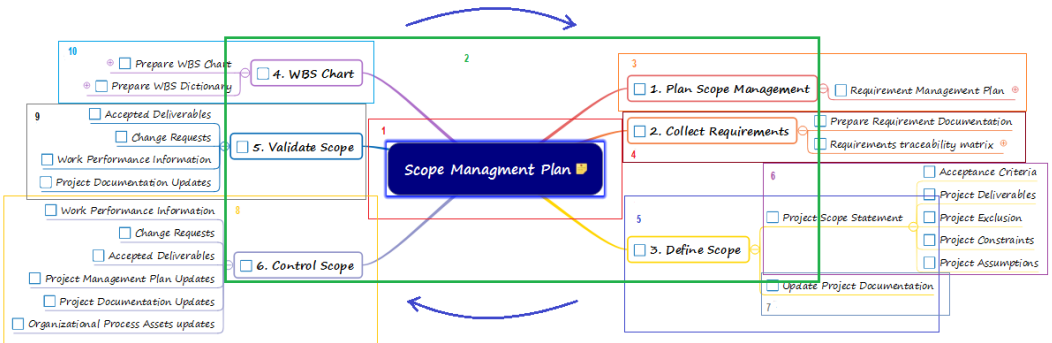



**Figure 71. Flow of automatic presentation for a mind map iMindQ®**

You can present an Organizational Chart, Organic Mind Maps and WBS (Work Breakdown Structure), by following the same steps as described above with the difference in the flow for a

top down layout of the maps. The flow for an automatic presentation for a WBS and Organizational Chart is presented in the Image below.

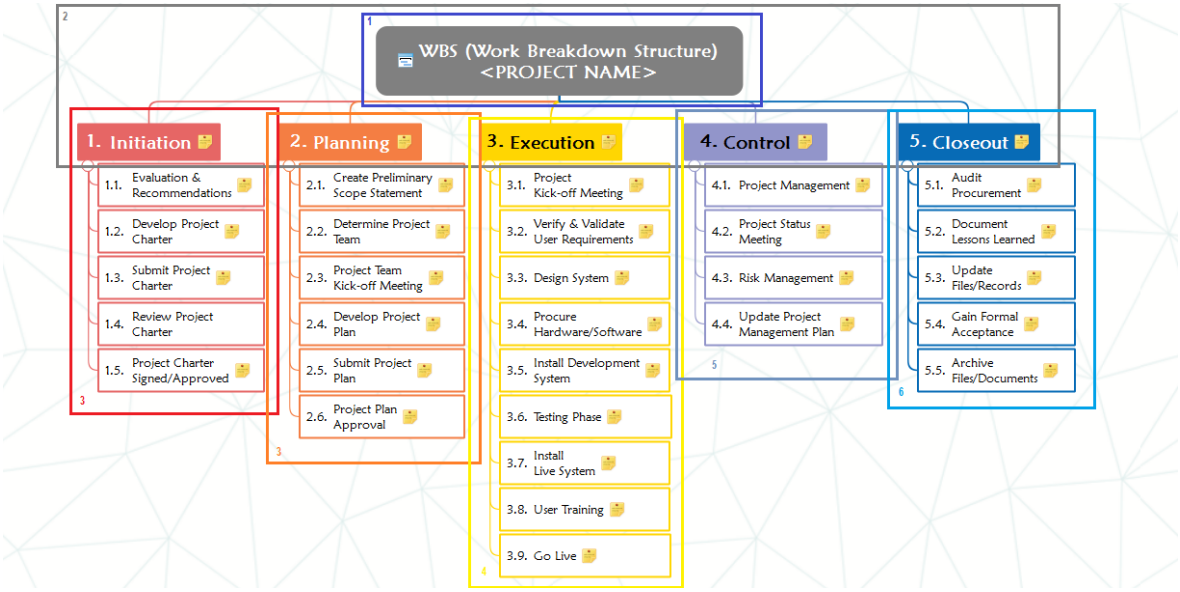



**Figure 72. Flow of automatic presentation for WBS in iMindQ®**

To play the next scene/animation in the Full Screen Presentation View, you can click on right-mouse click, the ***Right Arrow*** shortcut key or the key ***SPACE***. To exit the Full Screen Presentation View and end the presentation you can press ESC. If you want to switch the Full Screen Presentation Window to a second monitor, do the following steps:

1. Use the shortcut **CTRL +** **Right Mouse click**.
2. From the contextual menu, click on *Leave Full Screen* option.

The size of the window will be restored and you can move the Presentation Window to another Monitor Display.

## Generate predefined presentation scenario for your mind map

To generate predefined presentation scenario for your mind map, you will have to do the following steps:

1. Click the *Present* ribbon tab.
2. From the Scene group, click on the *Generate Scenes* button.

The automatically generated scenes for your mind map, organic mind map, organizational chart or WBS will be inserted in the Scenes Panel on the left side. Each scene has a life preview of the topics animated in the specific scene.

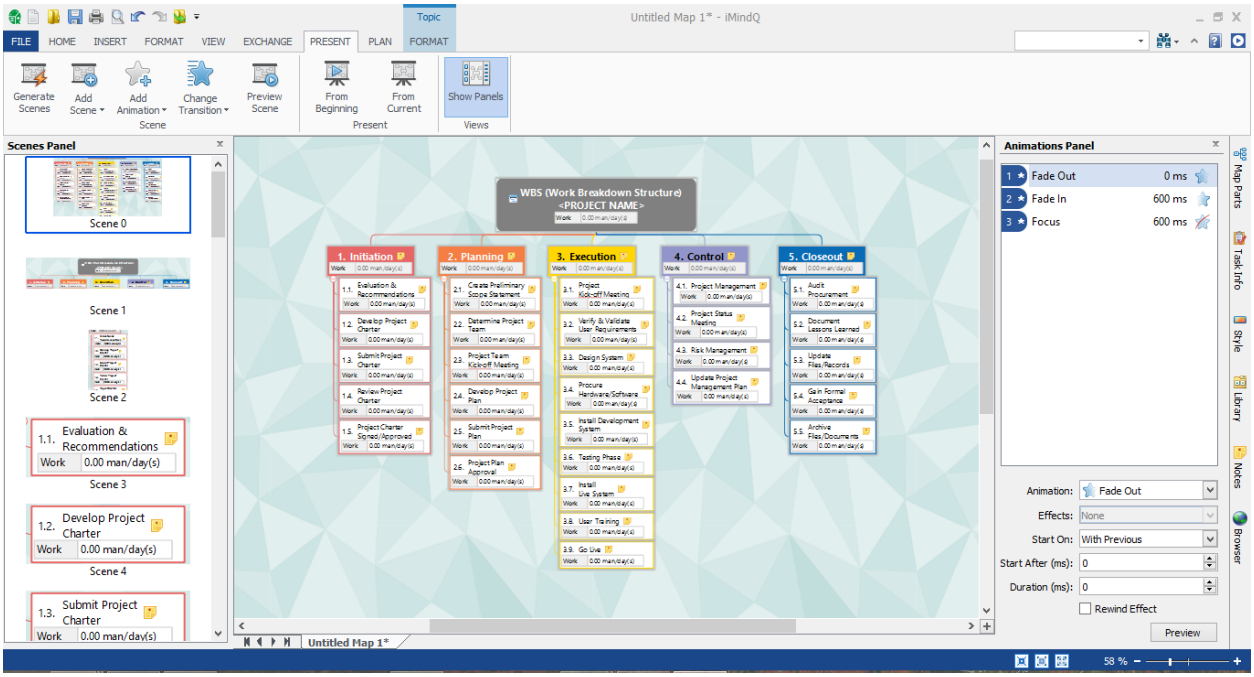



**Figure 73. Auto generated scenes for WBS in iMindQ®**

The generated scenes in the Scenes Panel can be additionally modified/customized in the way that best suit your presentation needs. To play the automatically generated presentation scenario, click on the From Beginning button if you want to play the presentation from the beginning or click the option "From Current" if you want to play the presentation from the currently selected scene in the Scenes Panel.

To play the presentation from beginning use the ***F5*** shortcut key, and to play the presentation scenario from the currently selected scene use the shortcut keys ***CTRL+F5***.

## Make custom presentation for your Mind Map

You can make a custom presentation for your Mind Map, Organic Mind Map, Organizational Chart or WBS by using template scenes and make custom modifications to the presentation.

For mind map presentation the following template scenes might be used:

- ***Focus on Topic*** – shows all elements and focuses on the Central Idea (Central Topic)
- ***Expand Branch(es) Parallel*** – expands the selected branch(es) with all the child topics displayed at once and highlights each topic in sequence on click.

- ***Expand Branch Sequentially*** – expands the selected branch(es) sequentially, one child topic at a time.
- ***Show All Elements*** – display all elements of the mind map, to present the big picture of the discussed topic

When you start talking about certain topic, you want to focus on it. That's why *Focus on Topic* shall be used at the beginning of the presentations scenario.

## Add a Scene (Template Scene)

To add a template scene, do the following steps:

1. Select the Central Topic.
2. Go to the *Present* Ribbon tab.
3. From the *Scene* group, click on the *Add Scene* dropdown menu.
4. Click on the *Focus on Topic(s)* template scene.

**Note**: You can also create a scene, by dragging the selected topic(s) and dropping them in the Scenes Panel and from the contextual menu, choose the desired template scene.

To present a specific branch and its child topics, use the Expand Branch template scene. Follow these steps:

1. Drag the desired branch to the *Scenes Panel*.
2. Drop the branch in the *Scenes Panel*.
3. From the contextual menu, choose *Expand Branch(es) Parallel* template scene.

To display all elements of the mind map, use the Show All Elements template scene. Follow these steps:

1. Go to the *Present* ribbon.
2. From the *Scenes* group, click on the *Add Scene* dropdown menu.
3. Click on the *Show All Elements* template scene.

## Change transition to a scene

To change the transition of a scene, do the following steps:

1. Select the desired scene.
2. Go to the *Present* ribbon tab.
3. From the *Scene* group, click on the *Change Transition* dropdown menu.
4. Choose the desired transition (Pan or Jump To).

## Delete Scene(s)

To delete a single scene, select the Scene in the Scenes Panel and press the shortcut key **DELETE** or do the following steps:

1. Make a right mouse click on the desired scene.
2. From the contextual menu, choose Delete Scene.

If you want to delete a group of selected scenes, do the following:

1. Make a multiple selection of topics by holding ***CTRL + Left mouse click***. (You can use ***SHIFT + left mouse click*** selection on the first and last topic of the group of scenes to be deleted).
2. Press the shortcut key ***DELETE***.

To delete all Scenes, use the shortcut keys ***CTRL+A*** and press the shortcut key ***DELETE***.

## Add Animation

In a mind map, organic mind map, WBS or organizational chart, you can add animation in two ways to the selected item, depending on what you want to be animated with the selected element.

You can add animation:

- **On selected item(s)** – Only the selected topic(s) are animated and included in the scene, without their child topics.
- **On child items** – The selected branches are animated in the same time including their child topics.

You can change how the animated topic should be treated, either as *Parent Item* or as *Single Item*.

If you treat the animated topic as ***Parent Item***, the parent and its child topics will be animated in the same time. The child topics will be animated only if you have previously expanded the parent branch.

If you treat the animated topic as ***Single Item***, only the parent or the selected item will be animated without its child topics.

To change how a topic is treated in the animation, do the following steps:

1. Double click on the desired Animation in the Animations Panel, to view the animated topics.
2. Make a right-mouse click on the desired topic.
3. Go to the *Treat As* option in the contextual menu.

4. Choose one of the desired options, *Parent Item* or *Single Item*.

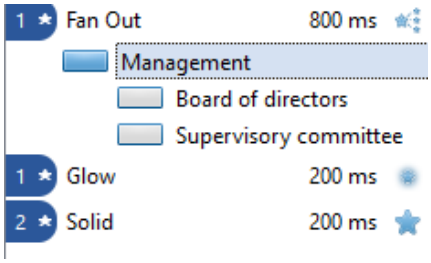



**Figure 74. Animation applied on Child Items**

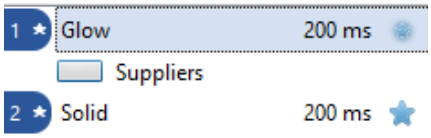



**Figure 75. Animation applied on selected item**

You can add animation to selected topic(s), by doing the following actions:

1. Select the desired topic(s).
2. Go to the *Present* ribbon tab.
3. From the *Scene* group, click the *Add Animation* button.

There is another alternative of how to animate topic(s). You will have to select the desired topic(s), drag them and drop them to the Animations Panel. You can set desired properties to a specific animation and you have the following options:

- ***Animation Type***
- ***Effects***
- ***Start On*** – the animation can start on click, after the previous animation or with the previous animation.
- ***Start After***
- ***Duration***
- ***Rewind Effect –*** rewinds the animation effect and returns the topic to its previous positions.

## Delete Animation

To delete an animation, follow these steps:

1. Make a right mouse click on the desired animation.
2. From the contextual menu, click on *Delete Animation* option.

To delete a group of animations, do the following actions.

1. Make a multiple selection of a group of animations with ***CTRL + Left mouse click***.
2. Press the shortcut key ***DELETE***.

To delete all animations, make a multiple selection with ***CTRL+A*** and press the shortcut key ***DELETE***. Also you can delete all animations, by making right click in the *Animations Panel View* and from the contextual menu choose *Delete All Animations*.

To change the order of an animation, drag the animation and drop it to the desired position in the Animations List in the Animations Panel.

## Play Presentation

### Play Presentation Scenario

To play the presentation scenario, you have two options:

- To play the presentation from beginning
- To play the presentation from the currently selected scene

To play the presentation scenario from beginning, do the following steps:

1. Click on the *Present* ribbon tab.
2. From the *Present group*, click on the *From Beginning* button.

To play the presentation scenario "From Beginning" you can use the shortcut key ***F5***.

To play the presentation scenario from the currently selected scene in the Scenes Panel, do the following steps:

1. Click on the *Present* Ribbon tab.
2. From the *Present* group, click on the *From Current* button.

You can also use the shortcut key ***CTRL+F5*** to play the presentation scenario from the currently selected Scene. To play next animation or next scene you have two options:

- Right-mouse click
- Use shortcut key ***SPACE***
- ***Right Arrow*** or ***Down Arrow*** keys.

When you are Full screen Presentation View you can play the presentation by using the arrow shortcut keys.

- To play next scene/animation use the Right/Down arrow keys.
- To go back to the last played scene from your current position in the Presentation scenario, use the Left/Up arrow keys. (When you go back to a last-played, previous scene, the application will just focus the presented topic/branch in the screen view).

If you skipped several scenes from the Presentation and played one that was interactively selected, by using the Left/Up arrow shortcut keys, you can continue from your last played scene.

While you are presenting in Full Screen Presentation View, you can open links and attachments in the default application of what is being opened. You can also view the Notes of a topic while you are presenting. To do so, click on the Notes icon of the desired topic and a pop up window will be displayed like in the image below. To close the Notes pop up window click anywhere on the screen, except the Notes window area.

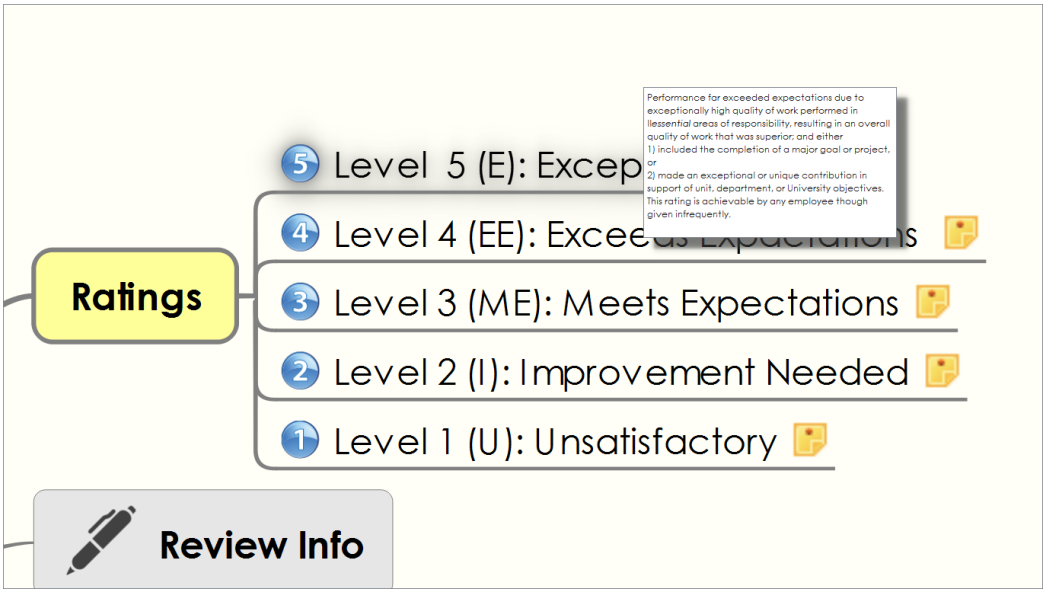

Performance far exceeded expectations due to exceptionally high quality of work performed in illessential areas of responsibility, resulting in an overall quality of work that was superior; and either
1) included the completion of a major goal or project, or
2) made an exceptional or unique contribution in support of unit, department, or University objectives.
This rating is achievable by any employee though given infrequently.
Ratings
5 Level 5 (E): Excep
4 Level 4 (EE): Exceeds Expectations
3 Level 3 (ME): Meets Expectations
2 Level 2 (I): Improvement Needed
1 Level 1 (U): Unsatisfactory
Review Info

**Figure 76. View Topic Notes while presenting**

## Play Presentation Interactively

To play a scene of a branch that is forward in the presentation scenario, do the following actions:

1. Select the desired topic/branch.
2. Make a ***Right-mouse*** click.

The presentation will be continued from the selected scene. If you want to focus your view on already presented Scene, just select the played (animated) branch/topic and make a right mouse click. The system will just focus your view on the selected branch/topic.

If you want the play skipped step (topic, branch) from the presentation scenario, just select the desired topic and make right mouse click.

When you are Full screen Presentation View you can play the presentation by using the arrow shortcut keys.

- To play next scene/animation use the ***Right/Down arrow*** keys.
- To go back to the last played scene from your current position in the Presentation scenario, use the ***Left/Up arrow*** keys. (When you go back to a last-played, previous scene, the application will just focus the presented topic/branch in the screen view).

If you skipped several scenes from the Presentation and played one that was interactively selected, by using the Left/Up arrow shortcut keys, you can continue from your last played scene.

## Present your Flowchart diagram

You can visualize your business processes in iMindQ® with a Flowchart diagram. After creating the Flowchart diagram, with iMindQ® you can easily make a presentation for your Flowchart diagram easily by using Template Scenes.

### Create a Presentation for a Flowchart Diagram

To create a presentation for a Flowchart diagram, you will need to use the following three Template Scenes:

- ***Focus on Topic(s)*** – hides all map elements and focuses on the one(s) you have selected
- ***Present Sequence*** – fades in the selected topics in a sequence.
- ***Highlight Presented Sequence*** – fades in the selected topics in the sequence and highlighting them as they fade in.
- ***Show All Elements*** – shows all elements in the map, so the user can see the whole picture

Here is an example flowchart diagram that we are going to use to create a presentation:

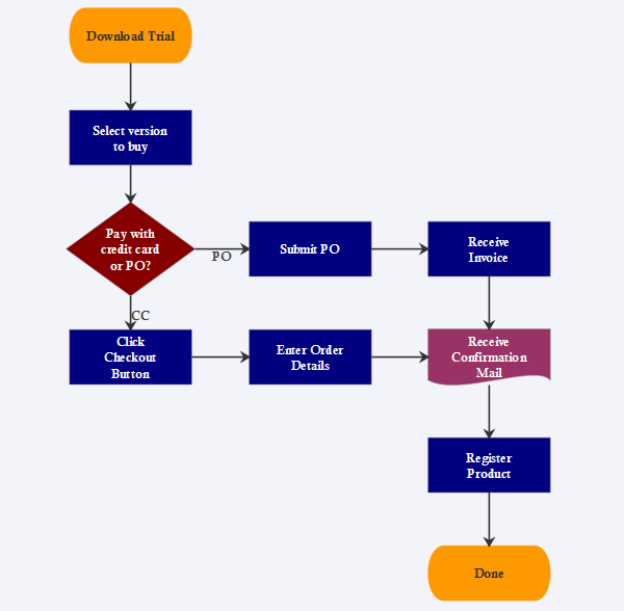



**Figure 77. Example Flowchart Template in iMindQ®**

You can add a Template scene to a topic/topics in the following ways:

- By using the Add Scene menu in the Present ribbon
- By using drag and drop of topics to the Scenes Panel

To add a template scene by using the Add Scene dropdown menu in the Present ribbon, do the following steps:

1. Select the starting topic of the Flowchart diagram.
2. Click the *Present* ribbon tab.
3. From the *Scene* group, click on the *Add Scene* dropdown menu.
4. Click on the *Focus on Topic* Template scene.

To add a template scene by using drag and drop of topic(s), follow these steps:

1. Drag the starting topic of the Flowchart diagram.
2. Drop the topic to the *Scenes Panel*.
3. From the contextual menu, choose *Focus on Topic* Template scene.

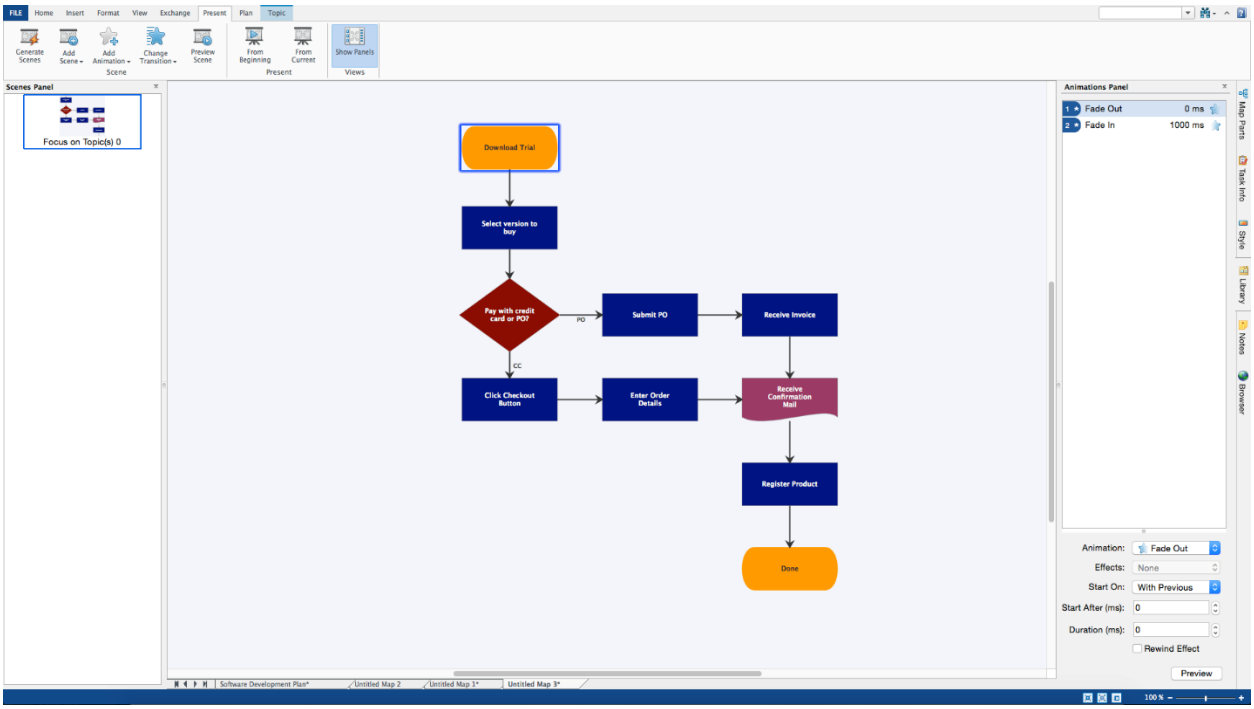



**Figure 78. Focus on Topic template Scene – Flowchart diagram**

After focusing on the starting point of the Flowchart diagram, we will have to present specific flow or sequence. In this Flowchart diagram example, our first sequence to be presented will up to the decision point. To present the first flow, we will have to use the *Present Sequence* Template scene.

Do the following steps:

1. Make a multiple selection of topics by holding ***CTRL + Left mouse click***, like in the image below.
2. Drag the selected topics to the *Scenes Panel* and drop them.
3. From the contextual menu, choose the *Present Sequence* Template Scene.

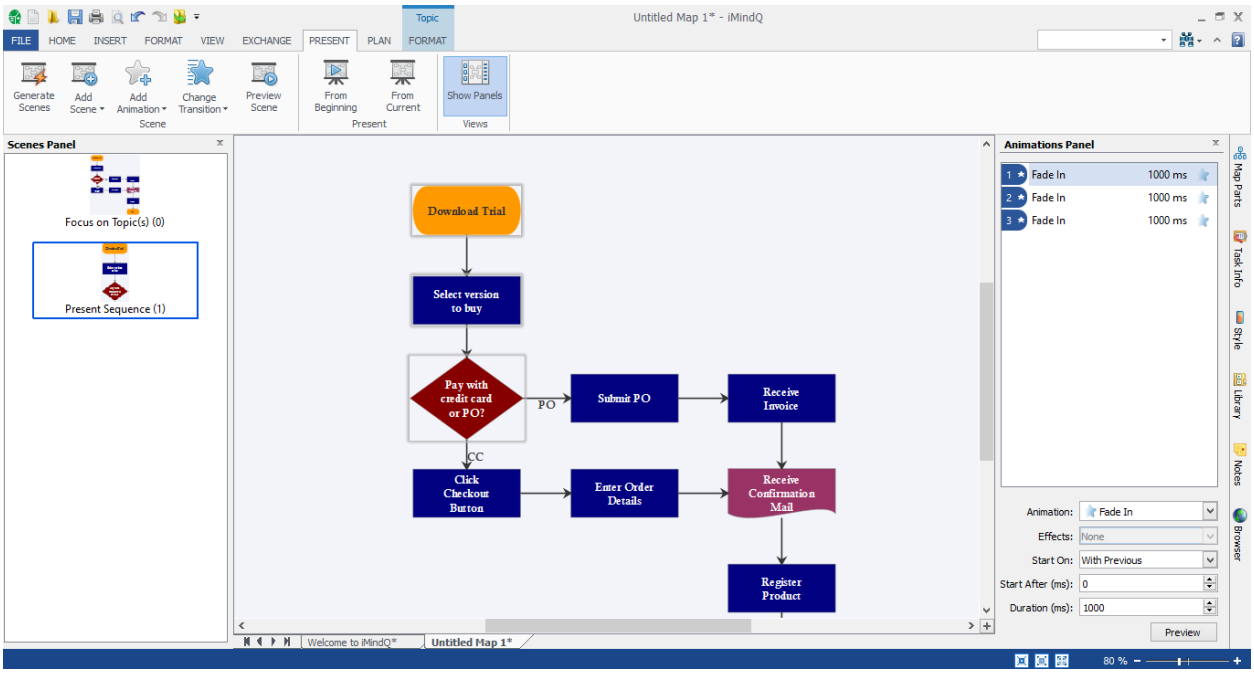



**Figure 79. Present Sequence template Scene – Flowchart diagram**

Do the same steps until you finish presenting all the desired flows or sequences in the Flowchart diagram. For the example Flowchart diagram, all the sequences are presented in the image below.

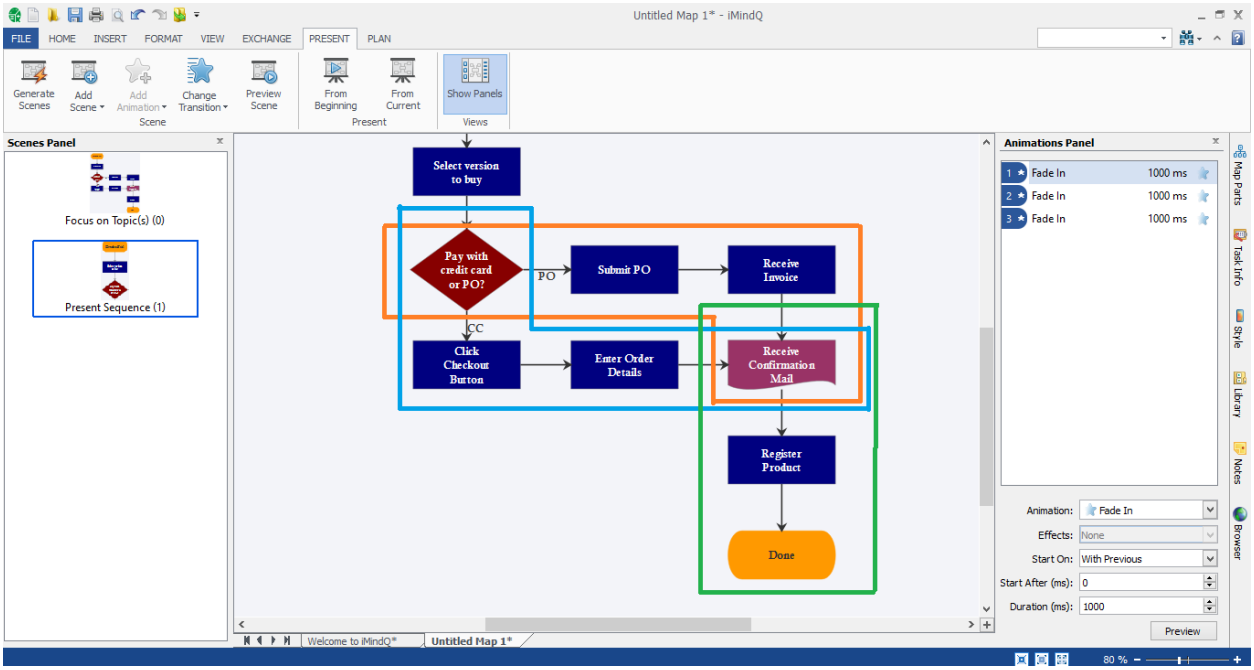



**Figure 80. Flowchart diagram presentation flows**

At the end of each presentation, the presenter always wants to show the audience the big picture of what was discussed during the presentation and how everything is connected. In order to

present all the elements of the Flowchart diagram, you will have to use the *Show All Elements* Template scene.

Follow these simple steps:

1. Click the *Present* Ribbon tab.
2. From the Scene group, click on the *Add Scene* dropdown menu.
3. Choose the *Show All Elements* template scene.

**Note**: You can add *Show All Elements* template scene directly from the Scenes Panel. Make a right click on empty part of the Scenes Panel and from the contextual menu go to *New Scene* → *Show All Elements*.

Here is how the custom presentation scenario for the example Flowchart diagram looks like in the Scenes Panel, by using Template Scenes.

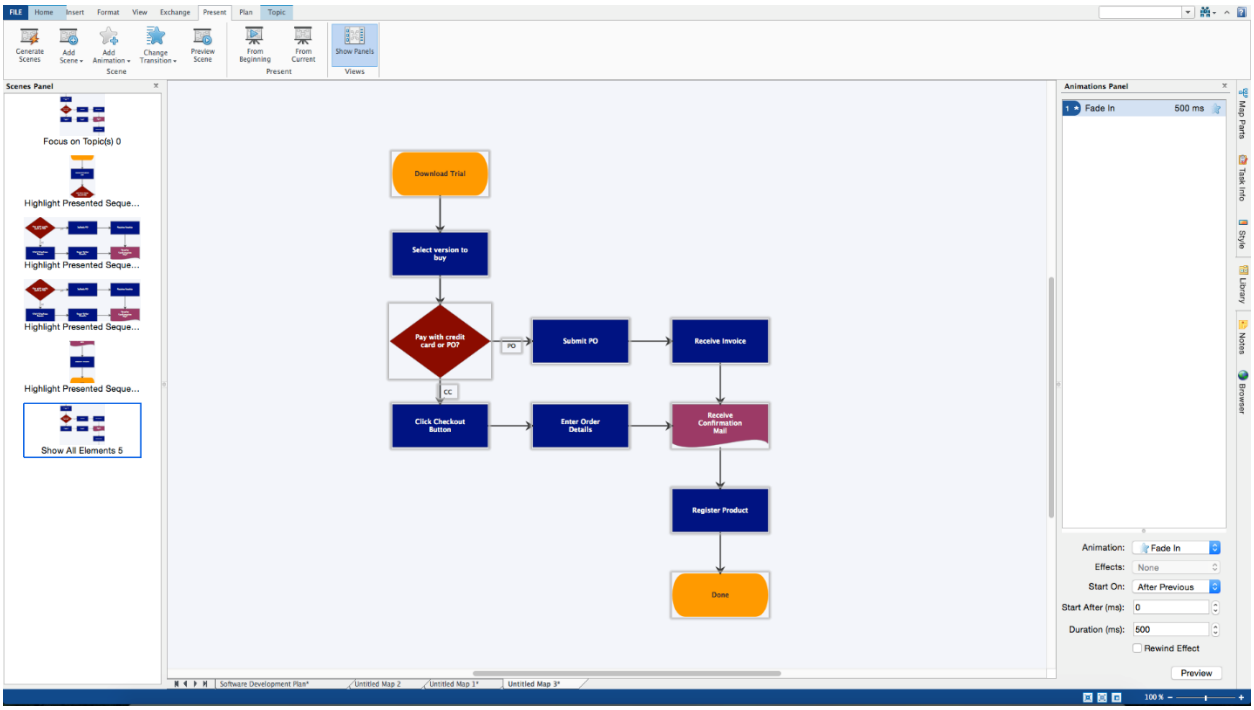



**Figure 81. Generated presentation scenario for Flowchart Diagram**

## Present your Concept Map

With concept maps you can visualize complex ideas and the interrelationships between them. They can be also used for knowledge sharing with others by giving meaning to the connections between what the presenter is trying to convey.

Here is an example Concept Map template through which the process of creating a presentation for a Concept Map will be explained. You can make a presentation for a concept map in two ways: by using template scenes with predefined animations of the elements or by making a custom presentation from scratch.

An example concept map is displayed in the image below.

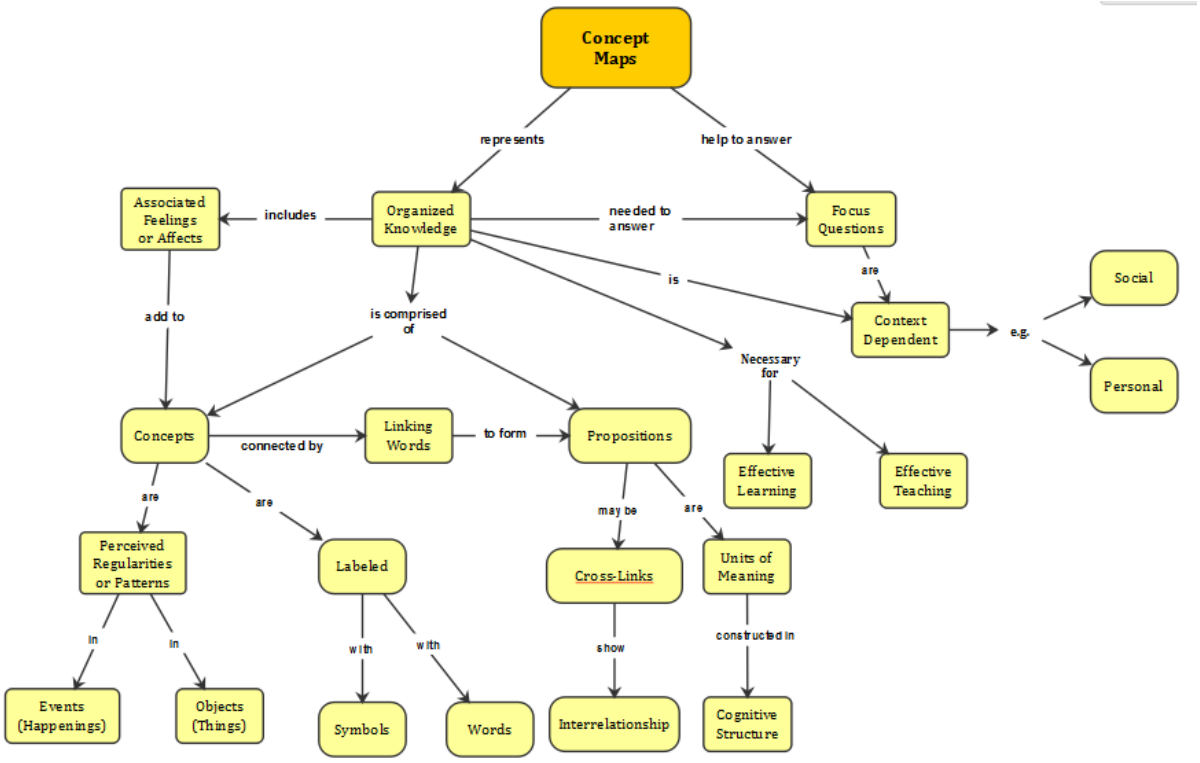



**Figure 82. Concept Map Example**

## Create a Concept Map presentation by using Template Scenes

In order to create a presentation for a concept map in a very fast and easy manner, we can use the following template scenes:

- ***Focus on Topics(s)*** – hides all elements in the map and focuses on the topic you select as a starting point in the Concept Map.
- ***Present Sequence*** – animated the concepts (topics) selected in a sequence that represents certain flow.
- *Highlight Presented Sequence* – fades in the selected topics in the sequence and highlighting them as they fade in.
- ***Show All Elements*** – Displays all elements of the concept map.

In order to present what's the main idea of the Concept Map, you will have to use the Focus on Topic template scene. To add the template scene, do the following scenario:

1. Select the starting topic of the Concept Map (main idea).
2. Click on the *Present* Ribbon tab.
3. From the Scene group, click on the *Add Scene* dropdown menu.
4. Choose the template scene *Focus on Topic(s)*.

To present a flow, follow the recommendations mentioned below:

1. Select all the topics you want to be shown in the flow.
2. Drag the selected topics and drop them in the *Scenes Panel*.
3. From the contextual menu, click on the *Present Sequence* template scene.

Do the same steps for each flow you want to present in the presentation scenario. After you finish with creating a scene for all the desired flows from the Concept map, add the presentation scenario by adding the *Show All Elements* template scene.

## Make custom modifications to the Concept Map presentation

The template scenes contain predefined animation with predetermined animation properties, which can be modified depending on your needs. You can modify the previous scenario by doing several things:

- Add new animation in existing scene
- Modify animation properties of existing animation
- Change transition of Scene
- Change the order of an animation
- Change the order of a Scene

### Add new animation in existing scene

In order to add new animation in an existing scene, you will need to select the desired scene in the Scenes Panel. The animations applied to the topics in the existing scene appear in the Animations Panel on the right side of the Application window. See the image below.

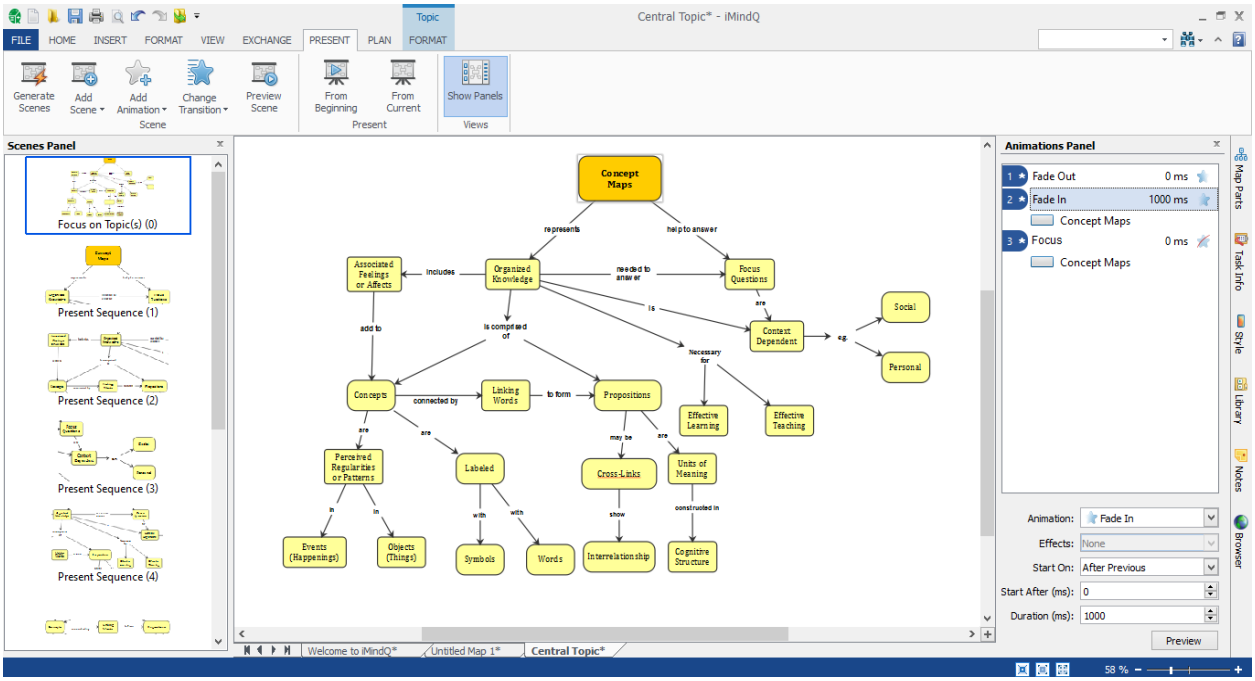



**Figure 83. A scene with applied animations to topics in the Scene**

For our example, I want to add new *Zoom In* and new *Zoom Out* animation to starting idea (main idea) of the concept. To add a new animation in the Animations Panel in the existing scene, you can do the following steps:

1. Select the starting point of the Concept Map (main idea).
2. Drag it to the *Animations Panel* to an empty part or between two animations. (For our example, drag the topic after the second animation *Fade In* in the image above)
3. Drop it between the *Fade In* and *Focus* animations.

New Animation with *Focus* has been added in the Animations Panel. Set the following Animation Properties for the newly added animation:

- *Animation Type: Zoom In*
- *Start on: With Previous*
- *Duration: 2000ms*

Do the same steps to add a second animation between the Zoom In and No Effect Animations. Apply the following Animation Properties for the second animation:

- *Animation Type: Zoom Out*
- *Start On: After Previous*
- *Start After: 1000ms*

- *Duration: 1000ms*

This is the list of animations once you add the two new animations.

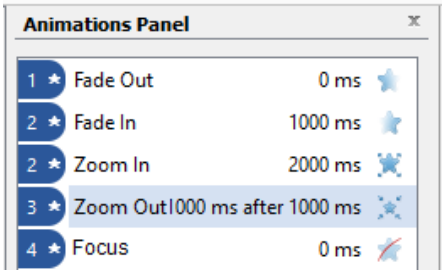



**Figure 84. The new animations Zoom in and Zoom Out with applied properties**

To preview the applied changes to the selected scene, go to the *Scene Group → Preview Scene* button. If you want to preview a specific animation, select the animation and click the *Preview* button in the Animations Panel.

If you want to modify certain animation properties in a specific animation, select the animation in the Animations Panel and change the desired animation properties.

To delete an animation, you can do the following steps:

1. Make a ***Right Mouse Click*** on an animation.
2. From the contextual menu, click on *Delete Animation* option.

To delete all animations, follow these steps:

1. Make a ***Right Mouse Click*** on any animation.
2. From the contextual menu, click on *Delete All Animations* option.

To delete specific animations, you have to make a multiple selection of the Animations in the Animations Panel and press the shortcut key **DELETE**.

You can remove animated topics from one animation. In order to see which topics fall under specific animation, make a double click on the desired animation. After the topics are displayed, either make a right mouse click on the desired topic and select ***Delete Topic*** or use the shortcut key **DELETE**.

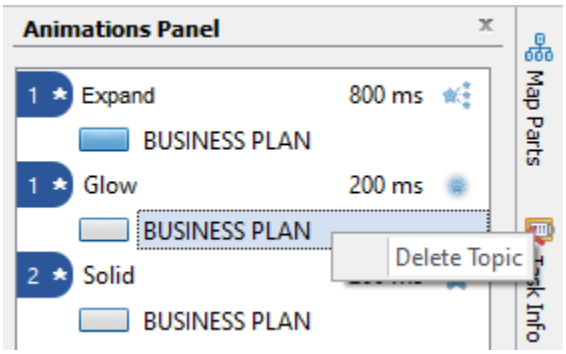



**Figure 85. Delete topic from an animation**

To change the order of an animation in the Animations list, drag the desired animation and drop it to the desired position.

# Add various elements to the map

## Introduction

What is topic? Topic is the key element of the map. Beside the connections that exist between all topics, forming parent-child relation, the topic is the "fundamental particle" of every map. With rectangular or round shape, in different colors and font styles they can present an idea, taught or task inside your map.

According topic's position within the map, iMindQ® has several types of topics:

- Central Topic
- Main Topic
- Sub Topic
- Floating Topic
- Callout

### *Central Topic*

The central topic is the starting point of building your map. When starting new map, the central topic is already placed in the map, and you start adding new topics around the central one. It is a special type of topic that cannot be copied inside the same map. Only one central topic exists in the map. You can also delete it from the map. There is no restrictions in positioning the central topic anywhere you want in the map space.

### *Main Topic*

Main topic is the second level of the map. It connects the central topic with the rest of the map presented trough sub-topics and it is starting point of branching your ideas. Main topics can be added or deleted, copied and paste inside the existing map or in new one. Although they differ visually from the central topic (as its predecessor) and the subtopics (as successors), they possess same characteristic like the other topics in the map.

### *Subtopic*

All other topics that are entered in the map after the main topic can be named as sub-topics. Depending from the position inside the map they can take different shapes but like the conclusion for the main topic, they have same characteristic like the other topics in the map.

### *Floating Topic*

Floating topic is a topic that can be inserted without connection to the existing map. It can be considered as new central topic. It has the same properties as any other topic, except for the fact that a sibling topic cannot be added from it. Floating topic can have subtopics and callouts and

can be moved through the map space. If you want, you can attach the floating topic somewhere in the map, so that it will no longer be a floating.

### *Callout*

Callout is a descriptive topic and has the same properties as any other topic. It can be added to any element in the map except the Central Topic. By default, it is placed above the selected topic. Also, you can also add callout to external relationships when it is placed in the center of the relationship.

Whenever a callout is added, you can immediately start writing text inside. There is limit on characters added in topics.

## Insert Topics

You can insert topics in your map using one of the following methods that is appropriate for your work:

- Using one of the available features from the Map Elements group in the Home ribbon;
- Using the quick menu that appears on mouse hover on topic
- Using one of the available features from the Map Elements group in the Insert ribbon;
- Using the keyboard's buttons (***Insert*** or ***Enter***);
- Using the Insert feature from the contextual menu.

***Enter*** button from the keyboard is used when you want to insert topic on the same level with the topic that you have selected. Example: If you want to add sibling topic to the *Main Topic 1* just select it and hit the Enter button. The result that you get is presented on Figure 86.

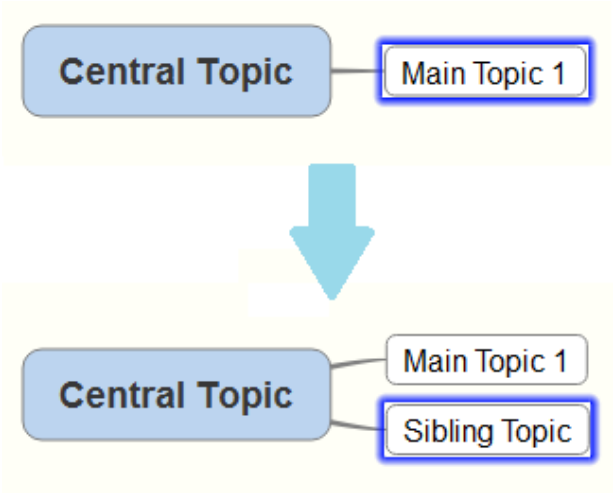



**Figure 86. Create sibling topic**

***Insert*** button from the keyboard is used when you want to insert child topic to the selected topic (create parent-child relation). Example: If you want to add sibling topic to the *Main Topic 1* just select it and hit the Enter button. The result that you get is presented on Figure 87.

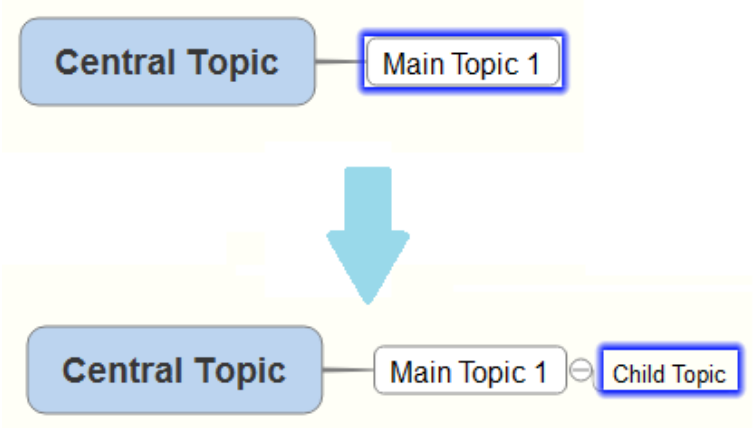



**Figure 87. Insert child topic**

## Insert Relationships

The relationship between two topics can be used for visualizing the connection between two different topics or it can be used for defining the dependency when working with task properties (Project Management part in iMindQ®).

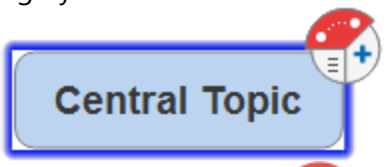
There are several ways how to add a relationship between two topics:

- Using one of the available features from the Map Elements group in the Home ribbon;
- Using the quick menu that appears on mouse hover on topic

- Using one of the available features from the Map Elements group in the Insert ribbon;
- Using the keyboard's buttons (***Ctrl+Shift+R***);
- Using the Insert feature from the contextual menu

To insert relationship between two topics by using the Quick menu, you have to perform several steps:

1. Point the mouse cursor over the topic that will be the starting point of the relationship. The topic will be rounded with gray colored border.




2. Click on the Relationship option, presented with the icon, hold the left mouse button pressed and point the topic that will be the final point of the relationship.
3. Placed the mouse cursor over the end-point topic (rounded with red colored frame) and released the left mouse button.

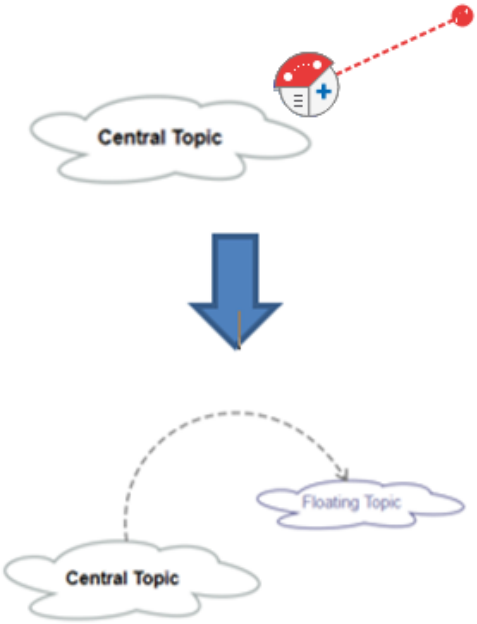



**Figure 88. Insert relationship with quick menu**

To connect two topics in the map, you can perform the following steps as well:

1. Select the topic that will be the start point of the relationship (by default, marked on the topic with ● symbol).

2. Pressing the ***Ctrl*** button select the topic that will be the end point of the relationship (by default, marked on the topic with > symbol).
3. Click on the *Insert* ribbon.
4. From the *Map Elements* group click on the *Relationship* button.

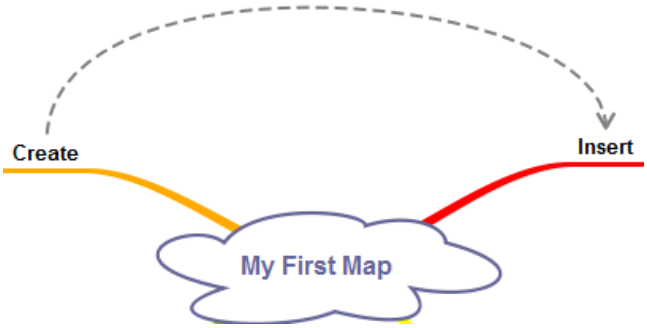



**Figure 89. Insert relationship between topics**

After you have inserted the relationship, you can edit the line that connects the topics. You can change the color, weight and pattern of the line, the styles of the beginning and ending points. This can be done in two ways: from the Format Relationship dialog (presented with figure 58) and from the Format Relationship dynamic ribbon (presented in the figure below).

The *Line Color* in the *Relationship Format ribbon→Line Group* after you have applied a custom line color to a map element, shall display the last applied Line color. If you have a relationship selected, and click on the Line Color dropdown menu, the line color of the selected relationship will be displayed.

The same logic applies to the *Relationship Shape* option in the main *Format ribbon→Formatting group*.

The label of a relationship can be added by selecting the relationship and start directly typing the context of the label. When the label is entered, you can decide whether you want the label to follow the shape of the relationship. You can activate the *Follow Line* option by doing the following steps:

1. Select a relationship.
2. Click on the *Relationship Format* ribbon tab.
3. From the Style group, click on the *Follow Line* option.

**Note**: The same thing can be done from the *Format Relationship dialog* by selecting the *Follow Line* checkbox.

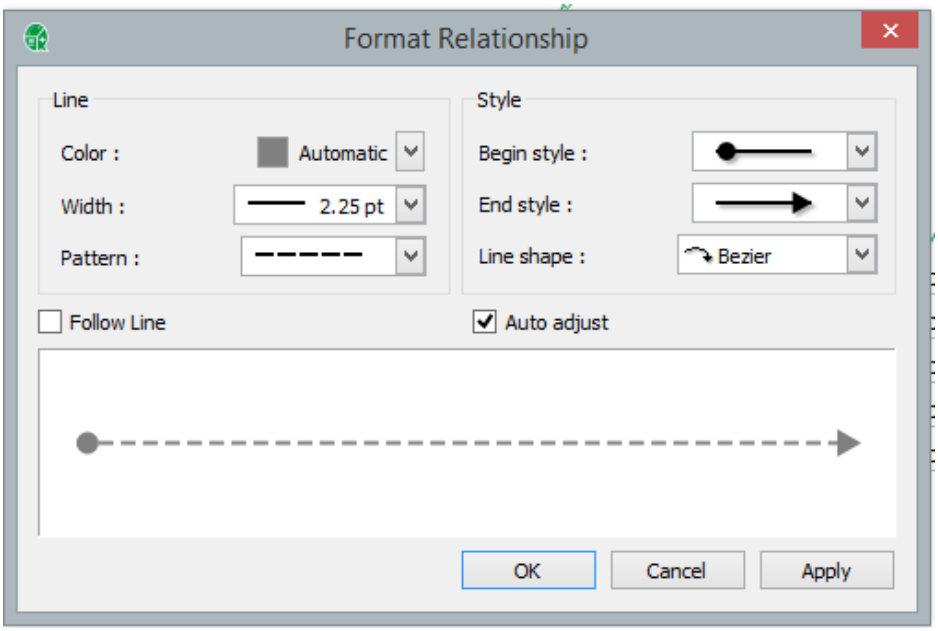



Figure 90. Format Relationship dialog

## Insert Boundary

Boundaries in iMindQ® are used to group topics and visualize this group from the rest of the map. The grouping can be done by various criteria such as common idea, solution, etc.

Inserting boundaries in the map is very easy:

1. Select the topic in the map
2. Click on the *Insert* ribbon tab.
3. In the *Insert* group, click on the *Boundaries* button

Tips: You can use the default boundaries that are available in the drop-down list from the Boundaries feature. If you want to make modifications on the look of the boundary, you have to use the *Format Boundary* dialog.

Figure 91. Insert Boundary in map

Note: If you select topic that has sub-topics then all elements will be inside the boundary.

After you have inserted the boundary, you can edit the style of the boundary. You can change the style of the boundary, the line color, weight and pattern, as well as the fill color and transparency. This can be done in two ways: from the Format Boundary dialog, or from the dynamic Format ribbon for Boundary.

The *Line Color* in the *Relationship Format ribbon →Line Group* after you have applied a custom line color to a map element, shall display the last applied Line color. If you have a relationship selected, and click on the Line Color dropdown menu, the line color of the selected relationship will be displayed.

The *Fill Color* in the *Boundary Format ribbon →Fill Group* after you have applied a custom fill color to a map element, shall display the last applied fill color. If you have a boundary selected, and click on the Fill Color dropdown menu, the fill color of the selected boundary will be displayed.

The same logic applies to the *Boundary Shape* option in the main *Format ribbon →Formatting group* and in the *Home Ribbon → Map Elements group.*

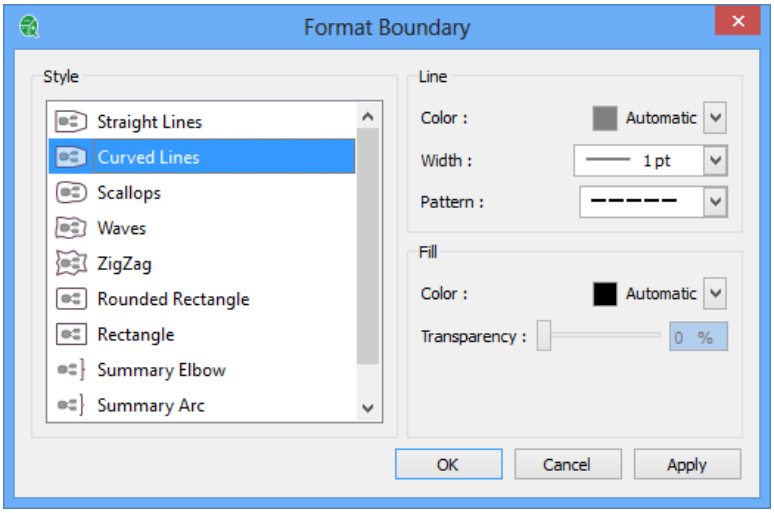



**Figure 92. Format boundary in map**

## Add objects to the topic

Several types of objects can be attached to each topic from the map. These objects can be images from the iMindQ library, different documents, hyperlinks or notes. Every object is visually presented with different icons in the topic and you don't not need extra time to find out which topics have hyperlinks, notes or images.

## Insert Notes

All comments, explanations, descriptions and details for one topic can be inserted in it using the Topic notes feature. In the notes area you can insert text associated with the topic, select the appropriate font and font size, text and highlight color, align and outline the text, etc.

You can access the Topic notes by:

1. Select the topic that you want to have notes
2. Click on the *Home* ribbon tab.
3. In the *Topic Elements* group click on the *Notes* button

Example for topic's notes is presented on the figure below:

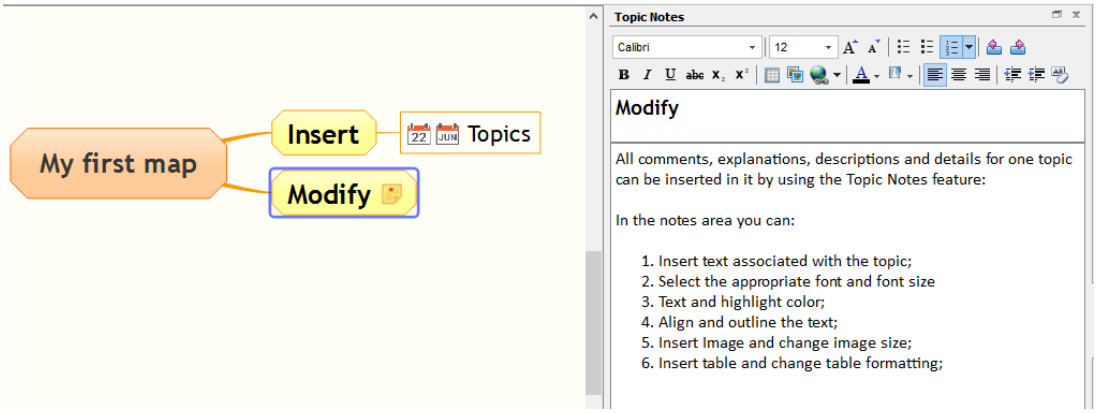

My first map
Insert
Topics
Modify
Topic Notes
Calibri
12
Modify
All comments, explanations, descriptions and details for one topic can be inserted in it by using the Topic Notes feature:
In the notes area you can:
1. Insert text associated with the topic;
2. Select the appropriate font and font size
3. Text and highlight color;
4. Align and outline the text;
5. Insert Image and change image size;
6. Insert table and change table formatting;

**Figure 93. Insert Topic notes**

Note: The same action can be achieved using the same feature from the *Insert* ribbon or clicking on the *Task Notes* tab from the docked tabs.

### *Insert Image in Notes*

To insert an image in the notes, you shall do the following steps:

1. Select the desired topic.
2. Click on the *Notes* Panel on the right side of the application.
3. Click on the *Image* button in the Notes editor.
4. Specify the correct file location.
5. Click OK.

You can also change the size of the image you have already inserted in the Notes area. Make a right click on the image and click on the *Size* option.

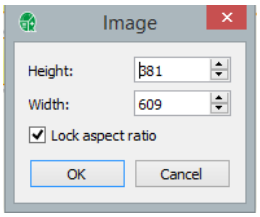



**Figure 94. Image Size dialog in the Notes Editor**

### *Insert Table in Notes*

To insert a table in the notes area of a specific topic, you shall do the following steps:

1. Select the desired topic.
2. Click on the *Notes* Panel on the right side of the application.
3. Click on the *Table* option.
4. Specify the number of columns and rows of the table.

**Note**: The *Display Column Headings* and the *Display Row Headings* options are not included in the total number of columns and rows that you specify.

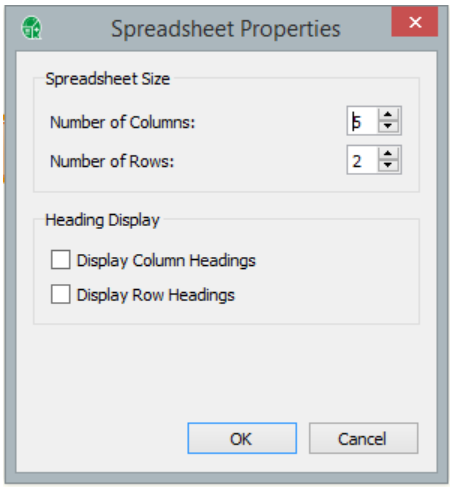



**Figure 95. Spreadsheet Properties dialog in Notes Editor**

You can also apply custom formatting to the table. To do so, follow these steps:

1. Make a right click on the inserted table.
2. From the contextual menu, choose the *Format Table* option.

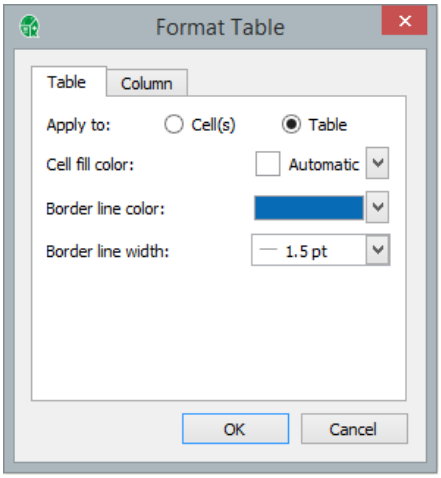



**Figure 96. Format Table dialog in Notes Editor**

## Insert Hyperlink

iMindQ® allows you to insert three types of hyperlinks:

- Hyperlink to map on the web – link your topics from the map with the maps on Web IMindQ®. Do use this feature you will need premium account
- Hyperlink to topic in map – this type of hyperlink allows you to link two topics from same map or with topic in another map. It very useful feature when you work with large maps that covered great working area and you need to navigate constantly between two topics.
- Hyperlink to external file/folder – Adds a link to the exact file/folder location.
- Hyperlink to mail address – Links the topic

The procedure for inserting hyperlinks is very similar with inserting notes;

1. Select the topic to which you want to add hyperlink.
2. Click on the *Home* ribbon tab.
3. In the *Topic Elements* group click on the *Hyperlink* button.

In order to edit an existing hyperlink, make a right click on the desired link and from the contextual menu, choose the *Edit Hyperlink* option.

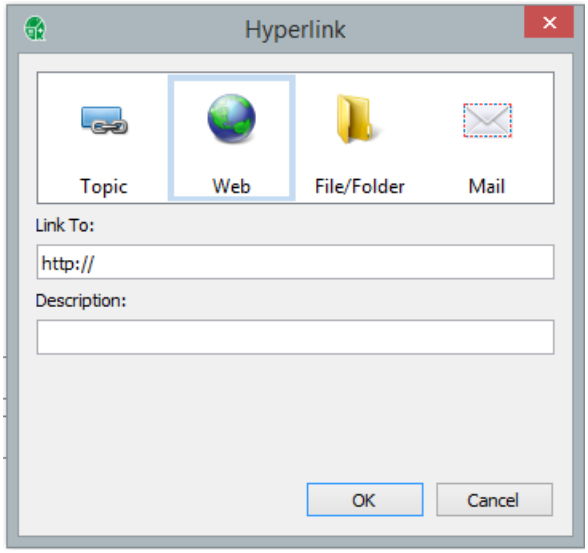



**Figure 97. Add Hyperlink to topic**

## Add Attachment

If you need to attach specific file to the topic, you can use the Attach feature, located in the *Home* and *Insert* ribbon. To attach file to some topic from you map perform the following four steps:

1. Select the topic that you want to attach file.
2. Click on the *Home* ribbon.
3. In the *Topic Elements* group click on the *Attach* button.
4. In the newly opened window browse to the file's location.

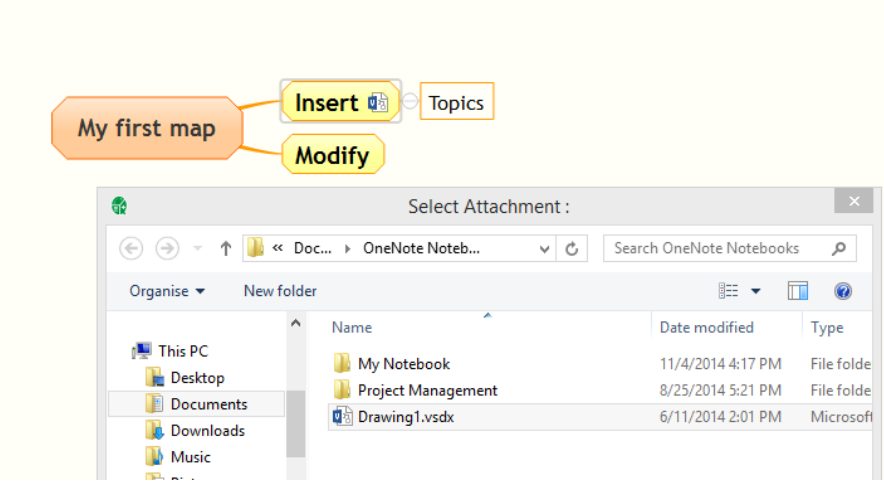



**Figure 98. Add attachment to topic**

## Insert Image

iMindQ® helps you to visualize your ideas, your toughs. This visualization can be used not only for the entire map as one entity but also for its elements - topics. You can, for example, unify the use of images and icons for presenting common property for the topics. These images and icons can be inserted from the iMindQ® image library or imported. You can also drag and drop images from external and from the internal iMindQ® browser, either to a topic in the map or an empty map space.

The following steps allow you to insert image in the topic:

1. Select the topic to which you will insert the image
2. Click on the *Home* ribbon tab.
3. In the *Topic Elements* group click on the *Image* button
4. From the Library docking window – Image tab, select the location from which the image will be imported into the topic or just drag and drop the desired image.

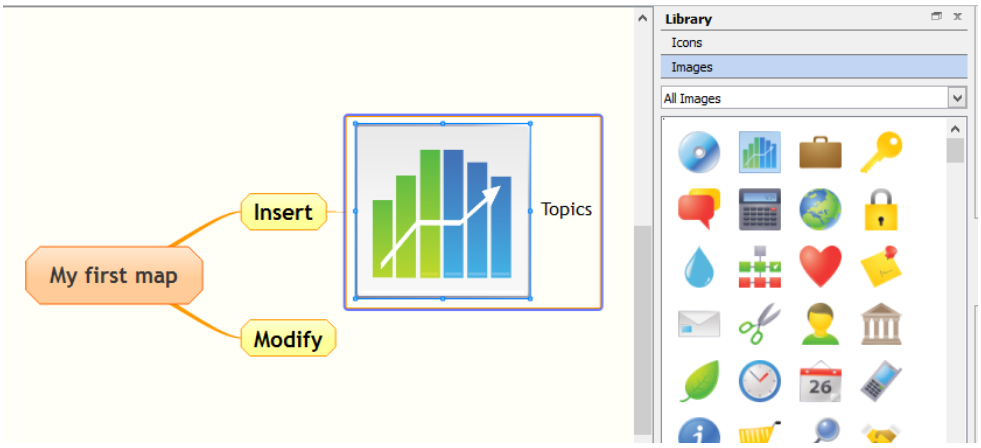



**Figure 99. Add image to topic**

## Insert Icon

The same explanation that is given for inserting images is valid for inserting icons. Once again, you can choose icon from one of the six available predefined icons packs (Number, Signs, Smileys, Office, Tasks and Other) or to work with the icons from the Professional folder.

The following steps allow you to insert image in the topic:

1. Select the topic to which you will add an icon.
2. Click on the *Home/Insert* ribbon tab.
3. In the *Topic Elements* group click on the *Icon* button

4. From Image tab select a specific folder from which you will insert your icon to the topic or in an empty space, but in that case you will skip step one.

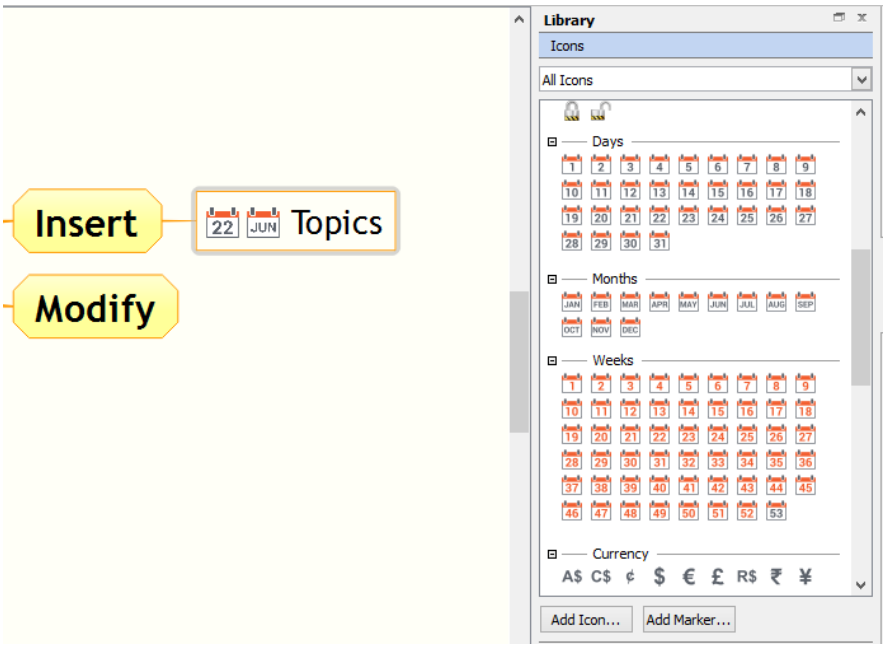



**Figure 100. Add icon to topic**

## Add Custom Properties

If you want to add extra information for the topic, you can use the Custom Properties functionality. Date, time, text or number can be inserted as custom properties for any topic on your map. These properties can represent company's standards or your personal notification.

To insert custom properties in the topic perform the following steps:

1. Select the topic from the map.
2. Click on the *Insert* ribbon tab.
3. In the *Topic Elements* group click on the *Properties* button.
4. From the *Custom Properties* panel select the type of the inserted properties as well as its name.

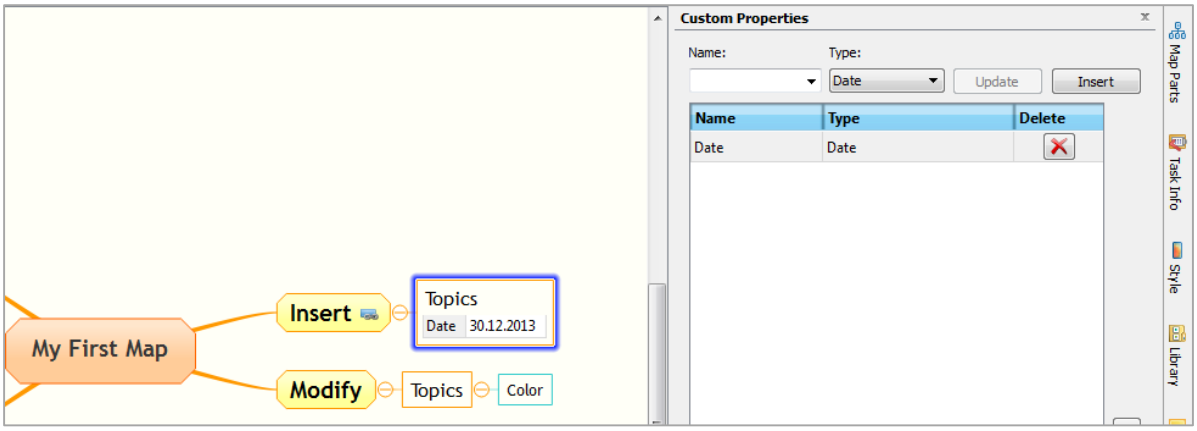



**Figure 101. Add custom properties to topic**

## Insert Spreadsheet

To insert a Spreadsheet in a topic, you will need to do the following steps:

1. Click on the Insert ribbon.
2. From the Topic Elements group, click on the Spreadsheet button.
3. In the Spreadsheet Properties dialog, specify the desired number of columns and rows.

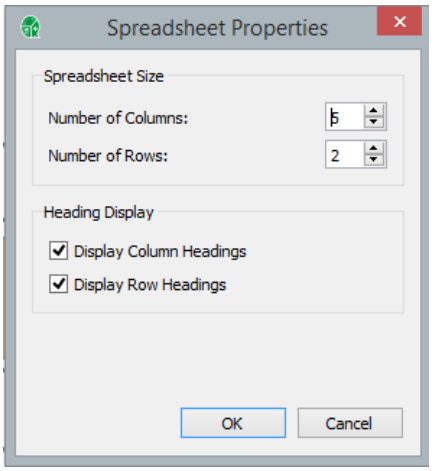



**Figure 102. Spreadsheet Properties dialog**

You can enter basic formulas in the Spreadsheet, such as:

- Sum - SUM
- Average - AVERAGE
- Minimum - MIN
- Maximum - MAX
- Count - COUNT

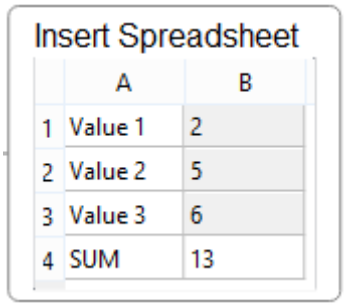
To use one of these formulas, will need to select the desired range and make a right mouse click. From the context menu, go to the Formulas option and choose the desired formula. The result will always be displayed at the bottom of the selected range.

If you want to get the result of a the desired formula in other cell, rather than below the selected range, you will need to do perform these steps:

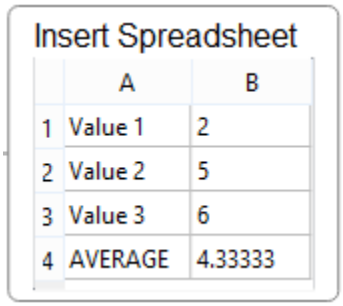
1. Select the desired cell.
2. Type the following parameter values:

=FUN(Range Cell 1:Range Cell X); Ex. =SUM(A1:A3)

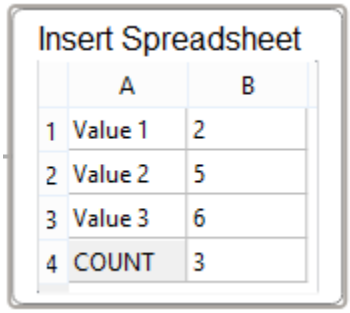
Ex. =SUM(B1:B3)



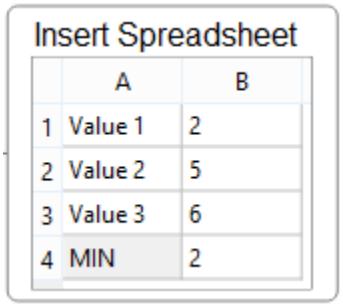

Ex. =AVERAGE(B1:B3)



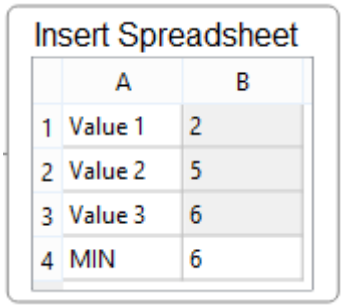

Ex. =COUNT(B1:B3)




Ex. =MIN(B1:B3)


Insert Spreadsheet
A
B
1 Value 1 2
2 Value 2 5
3 Value 3 6
4 MIN 2

Ex. =MAX(B1:B3)


Insert Spreadsheet
A
B
1 Value 1 2
2 Value 2 5
3 Value 3 6
4 MIN 6

# Stylized Map Layout

## Balance Map

Balance Map feature allows you to align the topic in the map. Sometimes, during your work on the map, you will relocate the sub - topics around the parent topic. Make space for the new topics, add missed topics are few examples how the symmetry of the map can be disturbed.

To "fix" this issue and have visually nice and esthetical map, you can use the Balance Map feature. Using this iMindQ® element, the child topics will be equally distributed around the parent topic. Let's see this trough example:

From several reasons the symmetry in our topic's sub-tree is disturbed by adding several new topics.

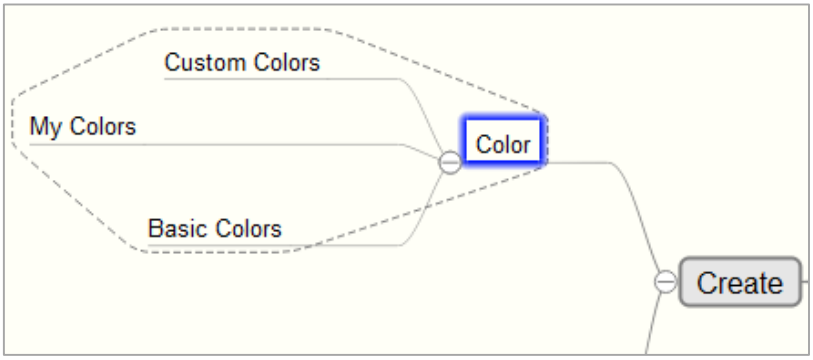



**Figure 103. Unbalanced map**

To balance the map and bring order in the sub-tree, perform the following steps:

1. Select the topic from the map (in our case
2. Click on the *View* ribbon tab.
3. In the *Map* group click on the *Balance* button
4. From the drop-down menu you can select whether to balance topic or subtree

The result from this action is presented on the figure below:

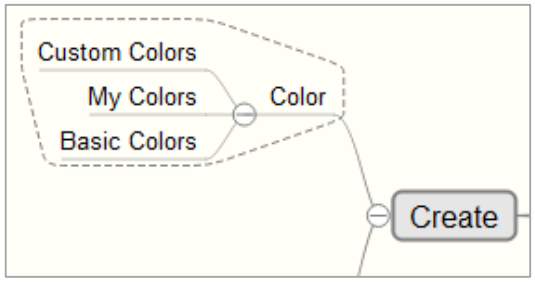



**Figure 104. Balanced Map**

## Focus on Topic

As mentioned before, in the introduction part, iMindQ® map can contain several hundred topics (example: My First Map). If you know the topic that you want to emphasize, Focus on Topic feature can help you to do that. Instead of scrolling and navigating through the map and zooming with just one click, the desired topic will be in the center of the screen zoomed to the appropriate level.

With one click on the Focus on Topic feature (View tab⇨Map group⇨ Focus on Topic) the desired topic will be in the focus, zoomed and positioned in the center of the screen.

## Center Map

The "Center Map" functionality is same as the "Focus on Topic". Clicking on this feature located in the Map group, placed in the View ribbon, the focus will be put on the Central Topic i.e. this topic will be in the center of your screen.

## Build as Map

"Build as Map" feature created a new map with the selected topic as central topic and its branches as main topics and subtopics. This is very suitable to use it when you want to developed one branch from the existing map in new map, with more details compared with the previous one.

To create new map from existing one, follow then next procedure:

1. Select the topic that will be the central topic in the new map.
2. Click on the *Insert* ribbon tab.
3. In the *Map* group click on the *Build as Map* button.

Tip: If the root topic is related with other topic from its branch with a relationship, that relationship will not be shown in the new map. Also, if the root topic is in a boundary from a parent topic, that boundary will not be shown in the new map

## Map Parts

For using same topic tree structure on several locations in the map or in another map, use the "Map Parts" feature. This feature allows you to save the selected map sub-structure in the Map Parts tab from the docking windows panel and use it in the opened maps. You can insert saved parts in other maps, modify them, rename it or delete it.

The Map Parts are categorized in three main categories, depending on the user's need: *Business*, *General* and *Personal*. In the Business category, there are additional subcategories:

- *Brainstorming*
- *Business General*
- *Marketing*
- *Meetings*
- *Planning*
- *Project Management*
- *Quality Assurance*

For example: the branch will be used in several maps. It is universal subtree arrangement that will represent same process, idea, information flow in all maps.

1. Select the topic from the map that will be copied in the Map parts library.
2. Click on the *Insert* ribbon tab.
3. In the *Map* group click on the *Map Parts* button.
4. In the *Map Parts* library click on the *Add Selected Topic(s)* option.

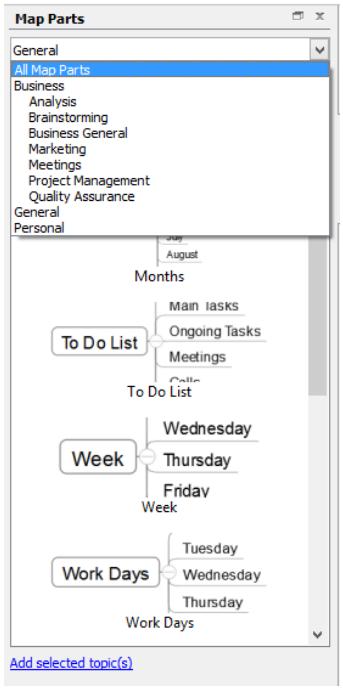



**Figure 105. Map Parts Panel and Map parts categorization**

Now to use this part in another map perform the following steps:

1. Select the topic from the map that will be parent topic for the saved map parts.

2. Select the map part that will be added in the new map.
3. Right click on the mouse button and select the *Insert as New Topic* feature from the contextual menu.

You can also rename an existing Map Part, in two ways:

- Select the Map Part that you want to rename, and directly start typing the changes.
- Click on the dropdown menu of the existing Map Part and click on the *Rename* option.

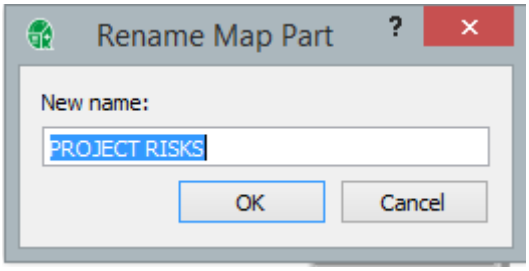



**Figure 106. Rename Map Part dialog**

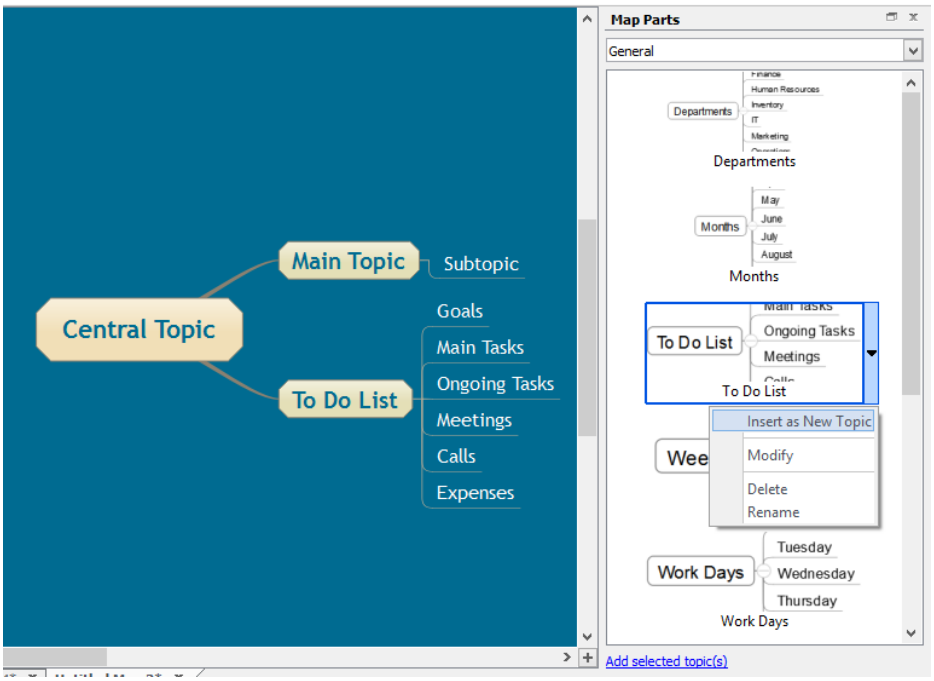



**Figure 107. New Map Part inserted in the map**

## Rearrange topics in the map

Mind map is dynamic system. The represented idea, task or projects evolves and the number of sub-topic, topics and branches increase. Thus, sometime during map's creation or before

important presentation you need to re-arrange the topics or branches in order to emphasize particular idea or path. You can also apply different spacing between topics.

The following rearrangement process refers to a balanced map. In the rearranging process, the main point is to follow the green indicator that appears under the selected topic and informs you about the current position and the final result of the moving procedure if you release the mouse button in that moment.

To show you how easy is to rearrange topics and branches in iMindQ, the following examples will be presented:

Example 1. The generic mind maps is created and it is presented on Figure 108.

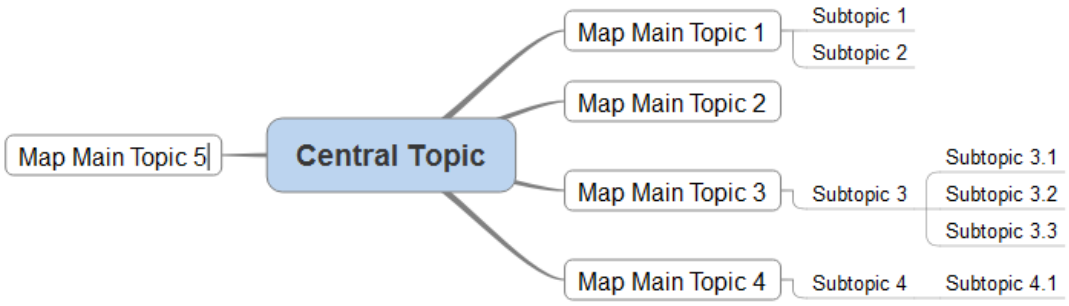



**Figure 108. Map before rearrangement**

As it can be seen form the image, the left side of the map is "empty" and contains only one branch while the right side contains four branches. The map is dis-balanced and the visual effect is not very good. The task that you want to perform is to rearrange the map and move the branch that contains the "Map Main Topic 4" on the left map's side.

To do this, perform the following steps:

1. Click on the "Map Main Topic 4" and hold the left mouse button.

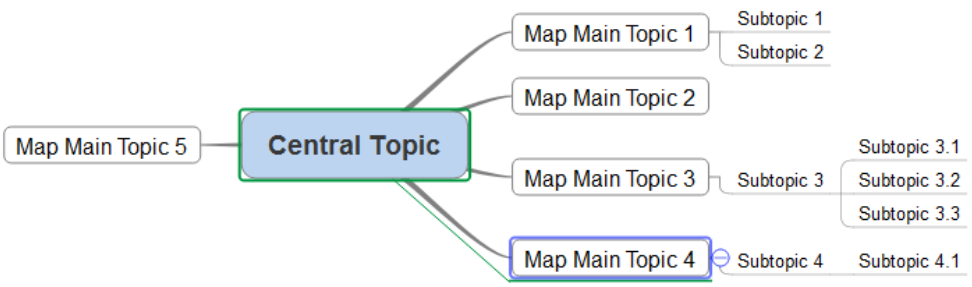



**Figure 109. Select topic**

2. Move the branch toward “Map Main Topic 5” and position it above it.

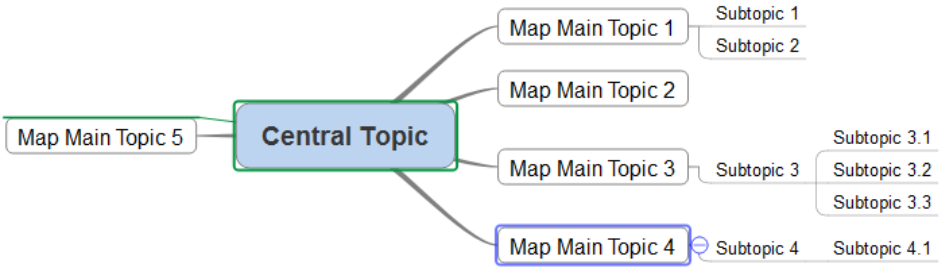



**Figure 110. Move the topic across the map**

3. Release the mouse button.

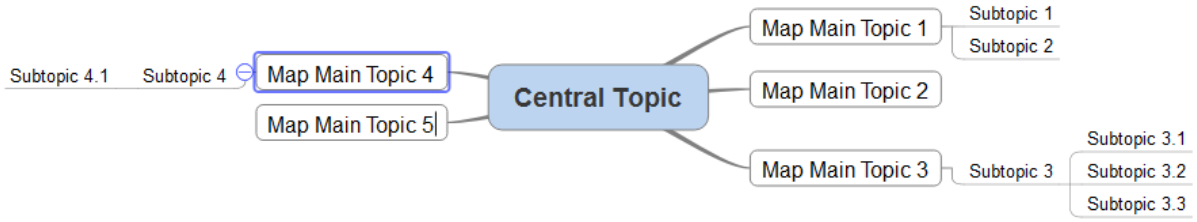



**Figure 111. Rearranged map**

Example 2: The second example is little complicated compared to the first one. Branch that contains “Map Main Topic 3” is important and you want to relocate it between Branches 1 and 2.

To rearrange the map and move “Map Main Topic 3”, perform the following steps:

1. Click on the “Map Main Topic 3” and hold the right mouse button

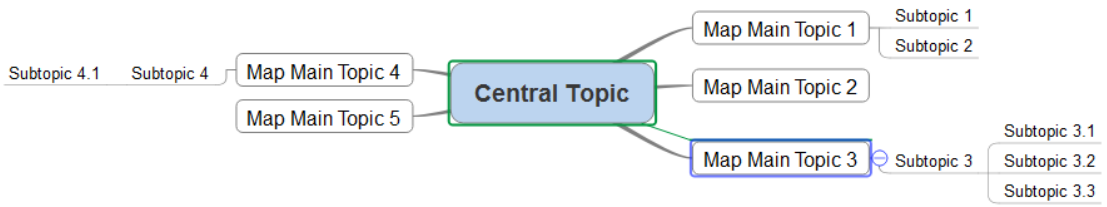



**Figure 112. Select topic**

2. Move the selected branch upward and position it between the "Map Main Topic 1" and "Map Main Topic 2". Move the selected topic toward the "Central Topic" in order "Map Main Topic 3" to touch it (in that moment green line will appear around the Central Topic ), as it is presented on the figure below.

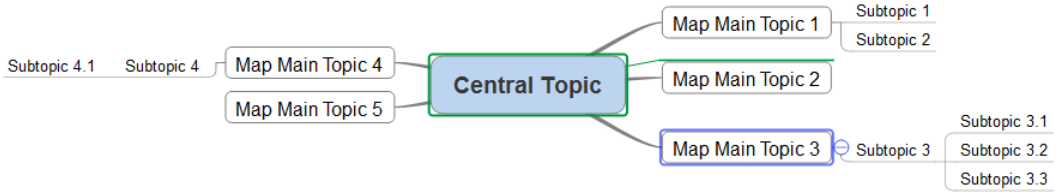



**Figure 113. Place the topic on the desired position**

Note: Working on this way you will ensure that you have relocated the topic properly. If you don't "touch" the Central Topic, the application will attach the "Map Main Topic 3" on the first or second branch depending where the red indicator is positioned.

3. Release the mouse button.

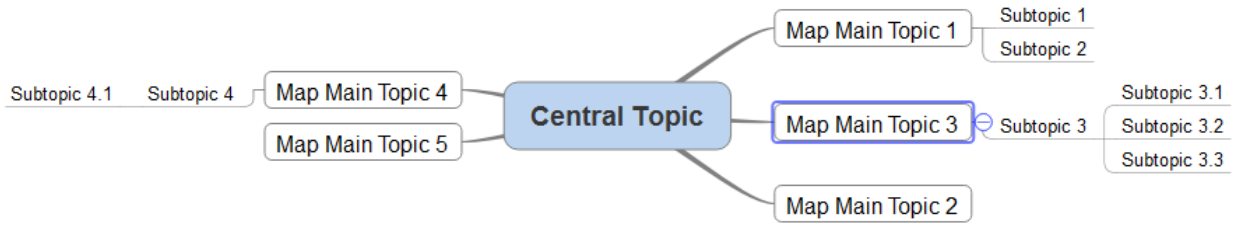



**Figure 114. Final look of the map**

Example 3: The last example is to rearranging the sub-topics in the third branch. Let's rearrange them in the following order:

- Sub-topic 3.1
- Sub-topic 3.3

- Sub-topic 3.2

To rearrange the sub-topics inside the branch, perform the following steps:

1. Select the "Sub-topic 3.3"
2. Position the sub-topic between "Sub-topic 3.1" and "Sub-topic 3.2" and with the left lower corner "touch" the "Sub-topic 3"

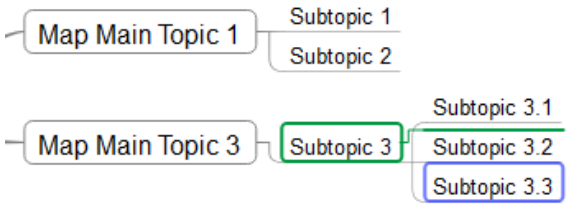



**Figure 115. Move it to the desired location**

3. Release the mouse button.

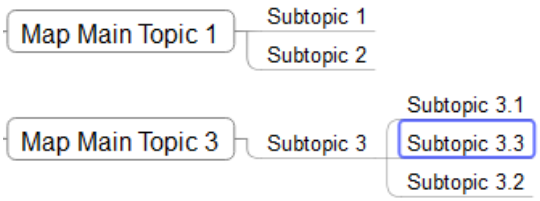



**Figure 116. Final look of the branch**

You can rearrange topics within the same level by using shortcut keys: Ctrl + "↑" for moving a topic one place up and Ctrl + "↓" for moving topics one place down.

## Spacing between Topics

You can manage the horizontal and vertical spacing between topics in map with five different levels of spacing in each category (horizontal/vertical). The enumerations are 1x (Default), 2x (200%), 4x (400%), 8x (800%) and 16x (1600%) from the default spacing. The spacing is applied to the entire map (if the central topic is selected) or to a specific branch. To manage the spacing between the topics, do the following steps:

1. Select a topic.
2. Go to *Format/Topic* Format ribbon tab.

3. From the *Adjust* group, click the *Spacing* button and choose a vertical/horizontal spacing option(s) from the dropdown menu.

These are the combinations of the different horizontal spacing if the selected topic is the central one.

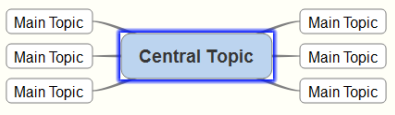



**Figure 117. Default 1x Horizontal Spacing applied to the Central Topic**

**Figure 118. Horizontal 2x Spacing applied to Central Topic**

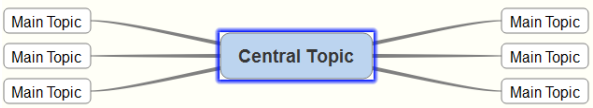



**Figure 119. Horizontal 4x Spacing applied to Central Topic**

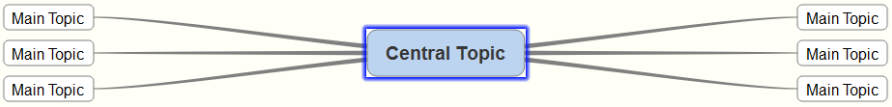



**Figure 120. Horizontal 8x Spacing applied to Central Topic**

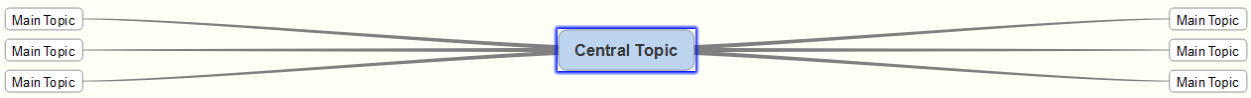



**Figure 121. Horizontal 16x Spacing applied to Central Topic**

The figures that follow are the combinations of the different vertical spacing if the selected topic is the central one.

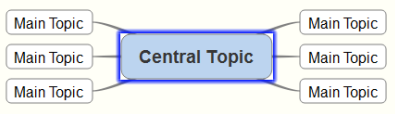



**Figure 122. Default 1x Vertical Spacing applied to the Central Topic**

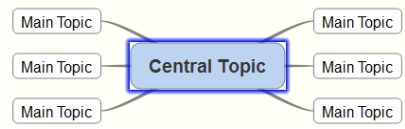



Figure 123. Vertical 2x Spacing applied to the Central Topic

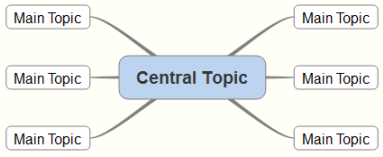



Figure 124. Vertical 4x Spacing applied to the Central Topic

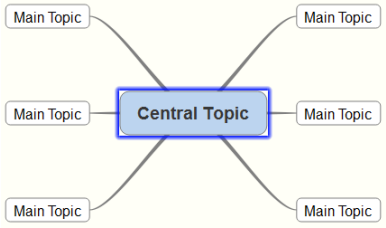



Figure 125. Vertical 8x Spacing applied to the Central Topic

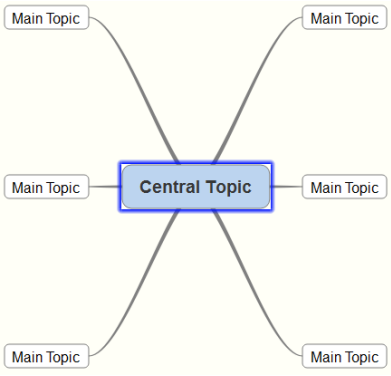



Figure 126. Vertical 16x Spacing applied to the Central Topic

## Alignment of Topics

The alignment of topics is available only when you work with White Board space and with Freestyle Map Layout. To enable this functionality, you have to select more than one topic. The alignment will be applied to the last created topic. There are several alignment options: *Align Left*, *Align Center*, *Align Right*, *Align Top*, *Align Middle* and *Align Bottom*.

To align specific topics, you need to the following steps:

1. Select the topics you want to align.

2. Click on the main *Format* ribbon tab or to the *Topic Format* ribbon tab.
3. From the *Adjust* group click the *Align* button and choose some of the alignment options.

Here are examples for each alignment functionality, presented on the figures below.

**Figure 127. Left Alignment by the last created Topic**

**Figure 128. Right Alignment by the last created Topic**

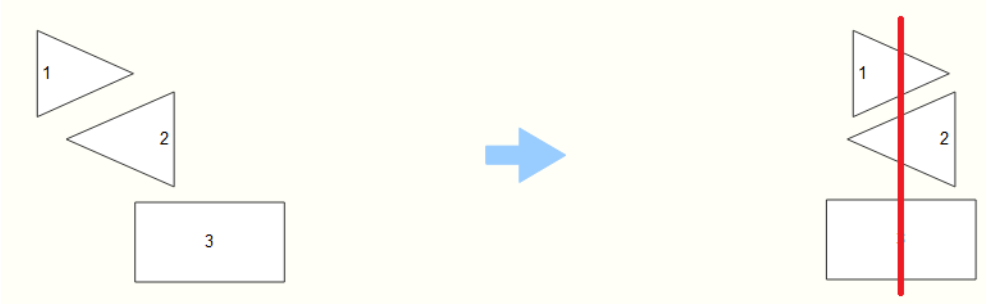



**Figure 129. Center Alignment by the last created Topic**

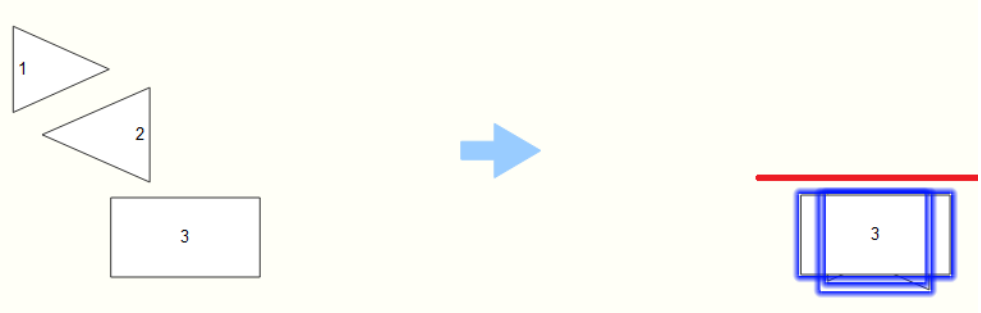



Figure 130. Top Alignment by the last created Topic

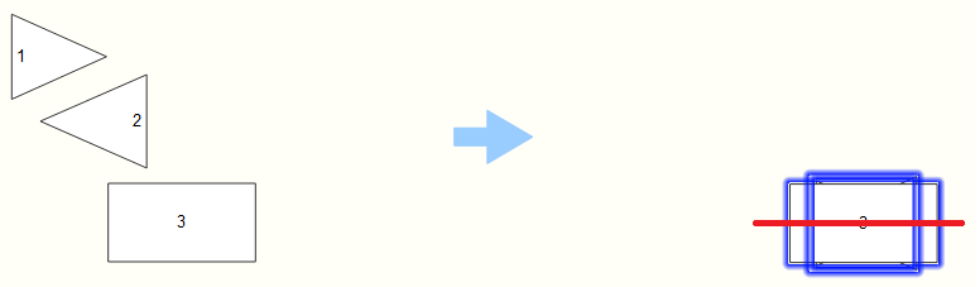



Figure 131. Middle Alignment by the last created Topic

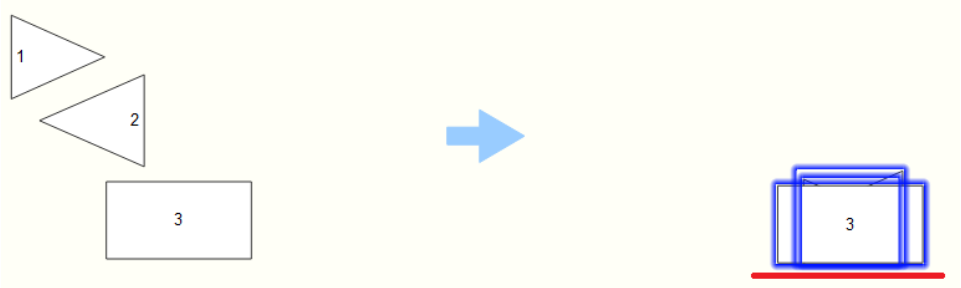



Figure 132. Bottom Alignment by the last created Topic

## Distribution of topics horizontally and vertically

You can also distribute topics in even horizontal or vertical distances from each other. In order this function to be enabled you need to select at least three topics, objects and this feature only is enabled only in White Board. Do the following steps.

1. Select at least three topics.
2. Go to the *Format/Topic* Format ribbon tab.
3. From the Adjust group, click on the *Align* button and from the dropdown menu choose either '**Distribute Horizontally'** or '**Distribute Vertically'**.

Figure 133. Horizontal distribution of topics

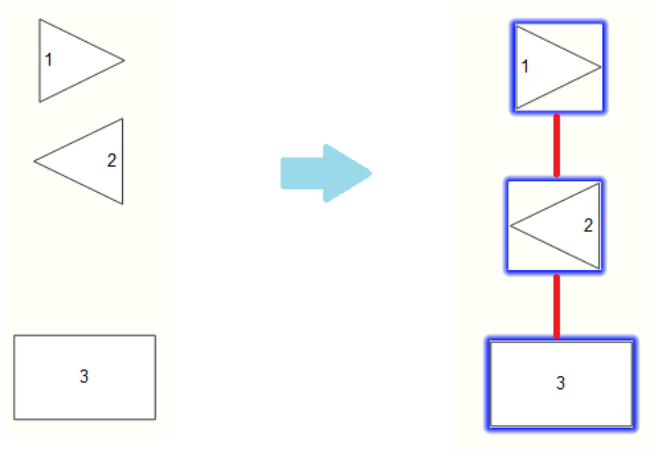



Figure 134. Vertical distribution of topics

## Z - Ordering of elements

You can also assign different order to the topic(s) in the map. You can assign different order to the topic(s) in the map, having four different ordering options:

- Bring to front - Bring the selected topic(s) in front of all other topics.
- Bring Forward - Bring the selected topic(s) forward one level so that it's/they're hidden behind fewer topic(s).
- Sent to Back - Send the selected topic(s) behind all other topics.
- Send Backward - Send the selected topic(s) back one level so that it's/they're hidden behind more topics.

If you want to bring a topic in front of all other topics, do the following steps:

1. Select the topic(s) in the map.
2. Click the main *Format* ribbon tab or the contextual *Topic Format* ribbon tab (appears when the topic is selected).
3. From the *Adjust* group, click the button Bring to Front.

Tip: The same thing can be done on right click on a selection from the contextual menu.

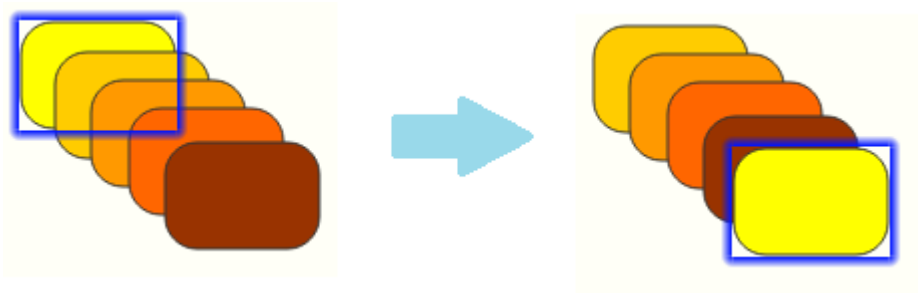


Figure 135. Bring a topic in front of all other topics

If you want to bring a topic forward to be one level closer to the front, do the following steps:

1. Select the topic(s) in the map.
2. Click the main *Format* ribbon or the dynamic *Topic Format* ribbon (appears when the topic is selected).
3. From the *Adjust* group, click the button Bring Forward.

Tip: The same thing can be done on right click on a selection from the contextual menu.

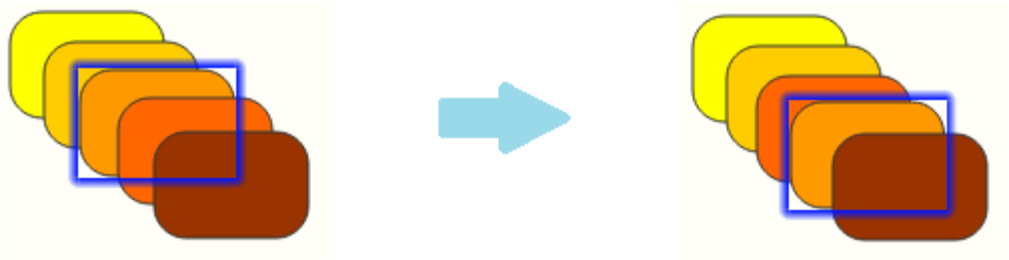


Figure 136. Bring a topic one level forward

If you want a topic to be sent to back, behind all topics, do the following steps:

1. Select the topic(s) in the map.
2. Click the main *Format* ribbon or the dynamic *Topic Format* ribbon (appears when the topic is selected).
3. From the *Adjust* group, click the button Send to Back.

Tip: The same thing can be done on right click on a selection from the contextual menu.

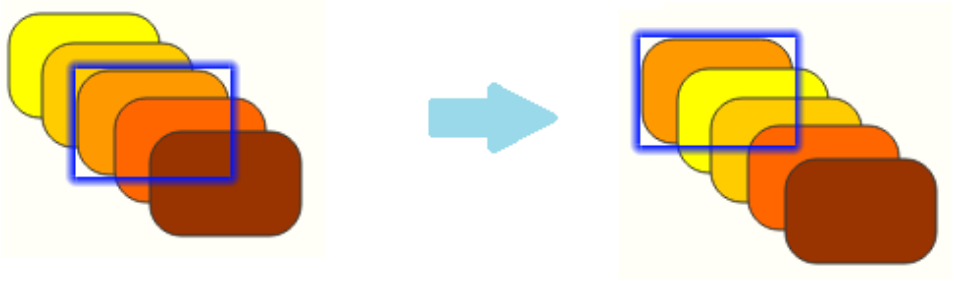


Figure 137. Sent topic to Back

If you want a topic to be sent one level backward, do the following steps:

1. Select the topic(s) in the map.
2. Click the main *Format* ribbon or the dynamic *Topic Format* ribbon (appears when the topic is selected).
3. From the *Adjust* group, click the button Send Backward.

Tip: The same thing can be done on right click on a selection from the contextual menu.

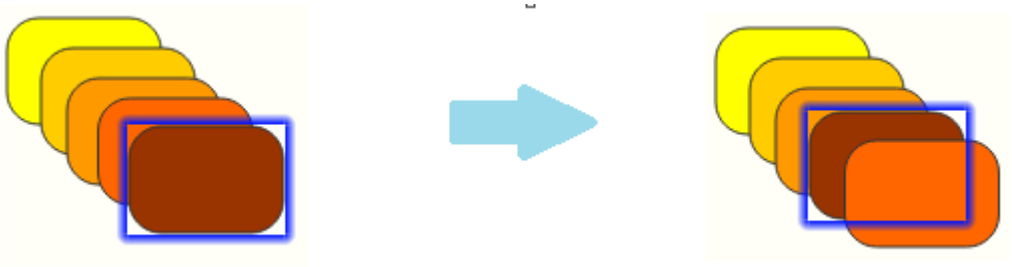


Figure 138. Sent topic Backward

# Present a research result with a Concept Map

## Make a Flowchart in iMindQ®

# Mind Map

What is map? Map is a set of topics linked and arranged around one key word. It is visualization, graphical presentation, of your ideas, thoughts or tasks. Topics inside your map are connected in different ways, forming a radial net with several branches and the central topic as connection point for all branches. Each branch from the map can be relocated to another position in the map, reattached to another topic or presented as separate map using the "Build as Map" feature.

You can create different types of maps with iMindQ, such as: Balanced/Freestyle Mind Maps, Concept Maps, Flowchart diagrams and other different, basic types of diagrams etc.

A **Mind Map** is a diagram used to visually outline information. A mind map is often created around a single word or text, placed in the center, to which associated ideas, words and concepts are added.

Major categories radiate from a central topic, and lesser categories are sub-branches of larger branches. Categories can represent words, ideas, tasks, or other items related to a central key word or idea.

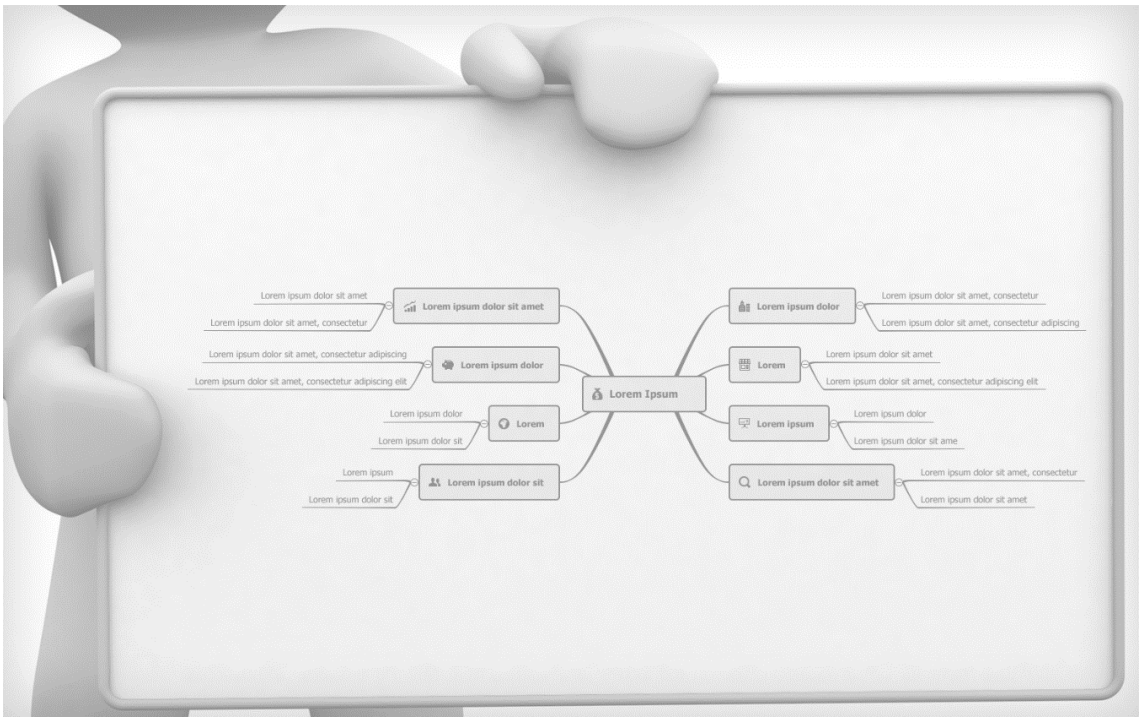

Lorem Ipsum
Lorem ipsum dolor sit amet
Lorem ipsum dolor sit amet, consectetur
Lorem ipsum dolor
Lorem ipsum dolor sit amet, consectetur adipiscing
Lorem ipsum dolor sit amet, consectetur adipiscing elit
Lorem
Lorem ipsum dolor
Lorem ipsum dolor sit
Lorem ipsum dolor sit
Lorem ipsum dolor sit amet
Lorem ipsum dolor
Lorem ipsum dolor sit amet, consectetur
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**Figure 139. Mind Map**

## Concept Map

A **Concept Map** is a way of representing relationships between ideas, images or words in the same way that a sentence diagram represents the grammar of a sentence. In a concept map, each word, phrase, or idea connects to another, and links back to the original idea, word or phrase. Concept maps are a way to develop logical thinking and study skills by revealing connections and helping people see how individual ideas form a larger whole.

A well-made concept map grows within a *context frame* defined by an explicit "focus question".

The concept maps (spider concept maps, flowcharts, system concept map), other diagrams can be created in the White Board space. Do the following steps:

1. Click the *File* Menu.
2. Go to *New* and click on the *WhiteBoard* button.

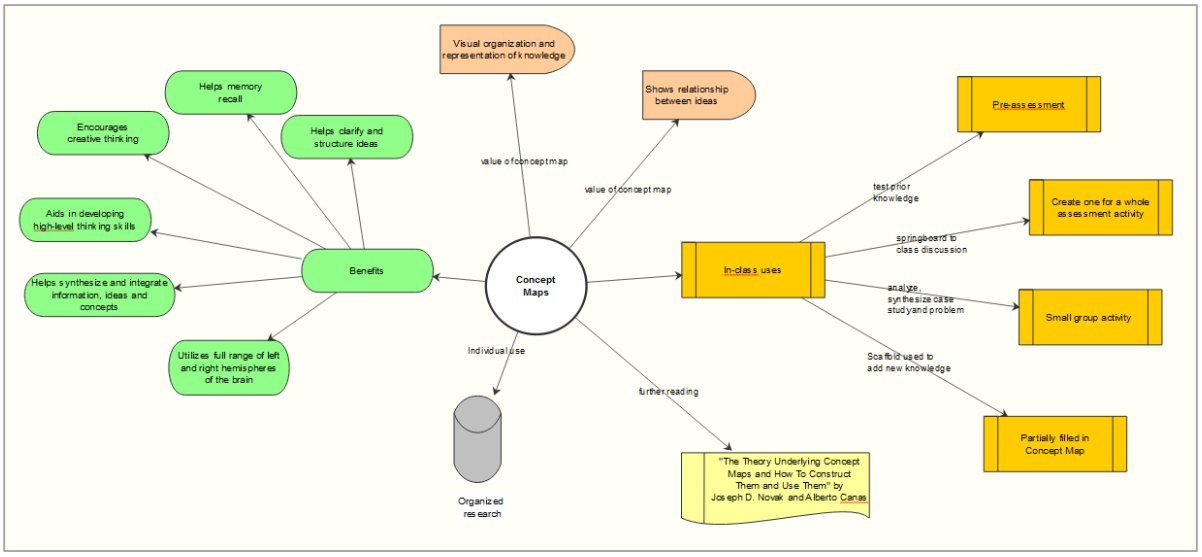

Visual organization and representation of knowledge
Helps memory recall
Encourages creative thinking
Helps clarify and structure ideas
Shows relationship between ideas
Pre-assessment
value of concept map
value of concept map
test prior knowledge
Create one for a whole assessment activity
Aids in developing high-level thinking skills
springboard to class discussion
Benefits
Concept Maps
In-class uses
Helps synthesize and integrate information, ideas and concepts
analyze, synthesize case study and problem
Small group activity
Utilizes full range of left and right hemispheres of the brain
Individual use
Scaffold used to add new knowledge
further reading
Partially filled in Concept Map
"The Theory Underlying Concept Maps and How To Construct Them and Use Them" by Joseph D. Novak and Alberto Canas
Organized research

**Figure 140. Spider Concept Map**

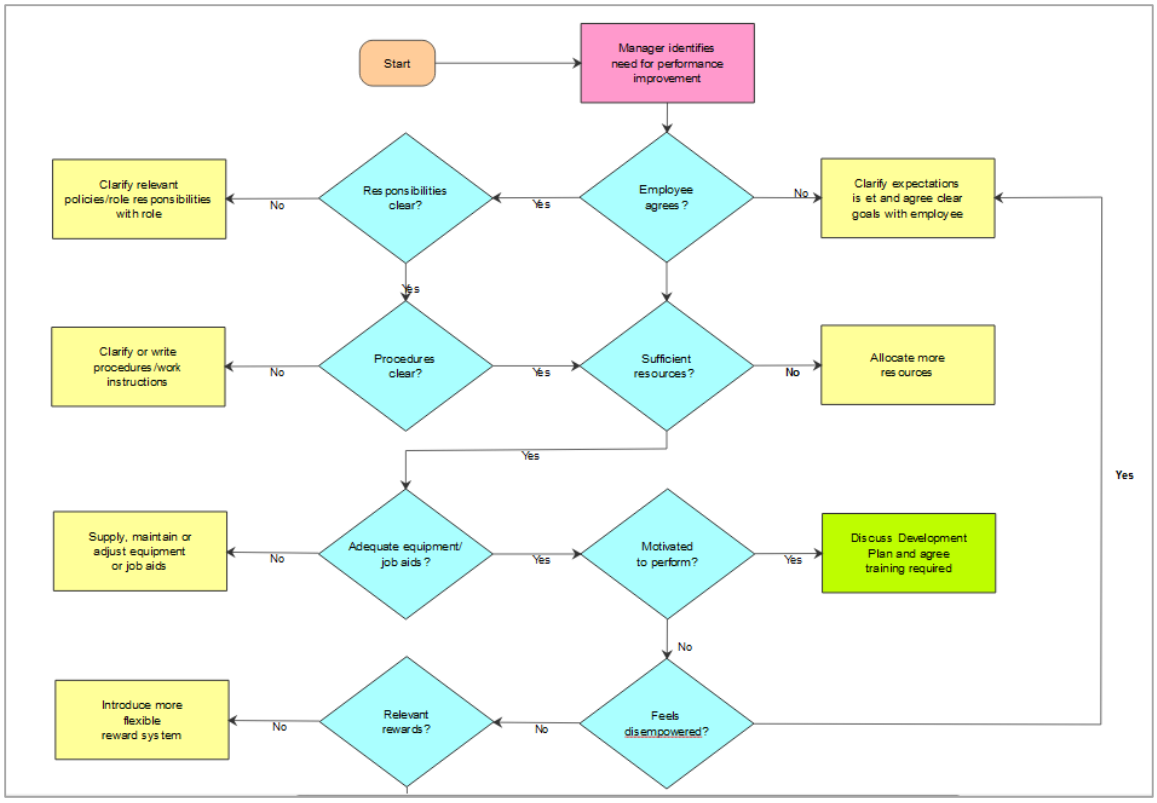



**Figure 141. Flowchart Diagram**

## Concept Maps vs. Mind Maps

Because of the different origins and purpose of each, Mind Maps and Concept Maps have complementary strengths.

- Mind maps can grow much larger than Concept Maps. Concept maps (networks) get exponentially more awkward as they scale up, whereas trees can scale up very well, because they encapsulate larger amount of information (mind mapping term collapse branch).
- Mind Maps are used mainly to generate ideas more quickly.
- Mind Maps are much better at visually and mentally dividing things up into different contexts and areas of focus. A Concept Map is more usually considered as a whole, which is another reason that Concept Maps tend to remain smaller.
- Concept Maps are designed to be clearly read one proposition at a time, whereas many Mind Maps can only be skimmed to give a flavor of the subject, or even just visually appreciated as a work of art.
- Mind Maps work well as a reminder for those "in the know". Concept Maps are self-contained and self-explanatory, so are better suited to sharing real knowledge with non-authors, without a limited shelf life.

- Concept Maps visualize systems, something that is hard to do in tree diagrams.

## Create a Flowchart diagram

A flowchart is a type of diagram that represents an algorithm or process, showing the steps as boxes of various kinds, and their order by connecting them with arrows. This diagrammatic representation illustrates a solution to a given problem. Process operations are represented in these boxes, and arrows; rather, they are implied by the sequencing of operations. Flowcharts are used in analyzing, designing, documenting or managing a process or program in various fields.

Flowcharts are used in designing and documenting complex processes or programs. Like other types of diagrams, they help visualize what is going on and thereby help the viewer to understand a process, and perhaps also find flaws, bottlenecks, and other less-obvious features within it. There are many different types of flowcharts, and each type has its own repertoire of boxes and notational conventions.

As a rule of thumb, flowcharts always start either from left to right or top to bottom. The reason for this is clarity.

iMindQ® allows you to create flowchart diagrams very easy. The first thing you need to do is open a Whiteboard space from the File Menu → New. All the commonly used boxes for creating a flowchart diagram, are placed in a specific folder in the Library panel → Shapes tab.

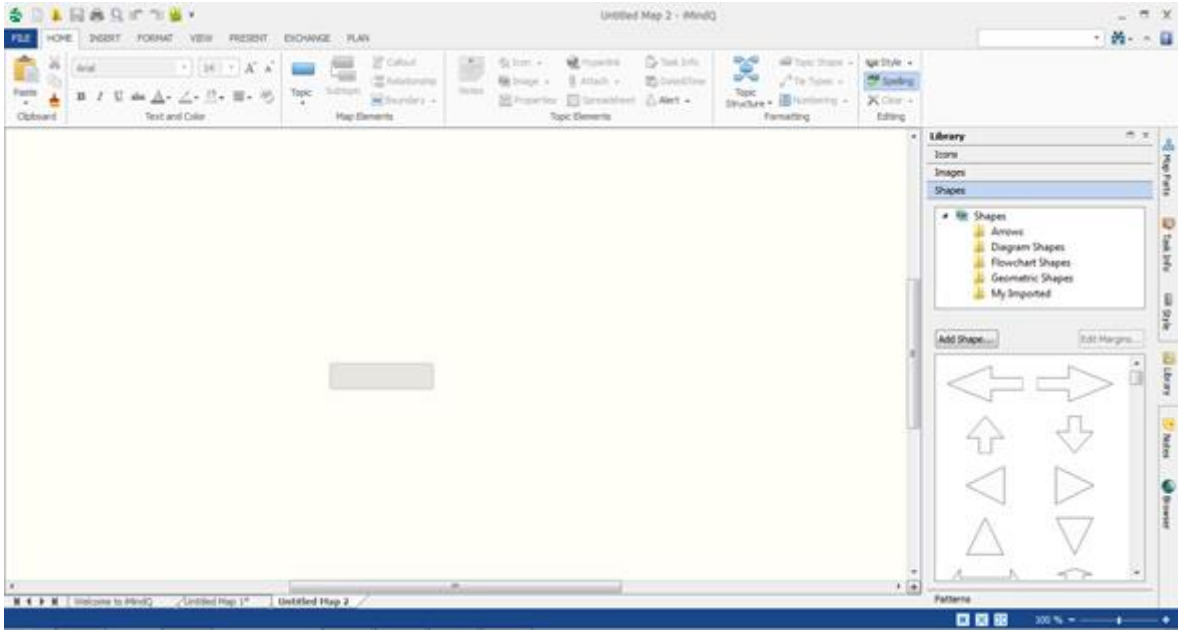



**Figure 142. Flowchart diagram folder containing commonly used shapes**

The commonly used notations in a flowchart diagrams are represented in Figure 143.

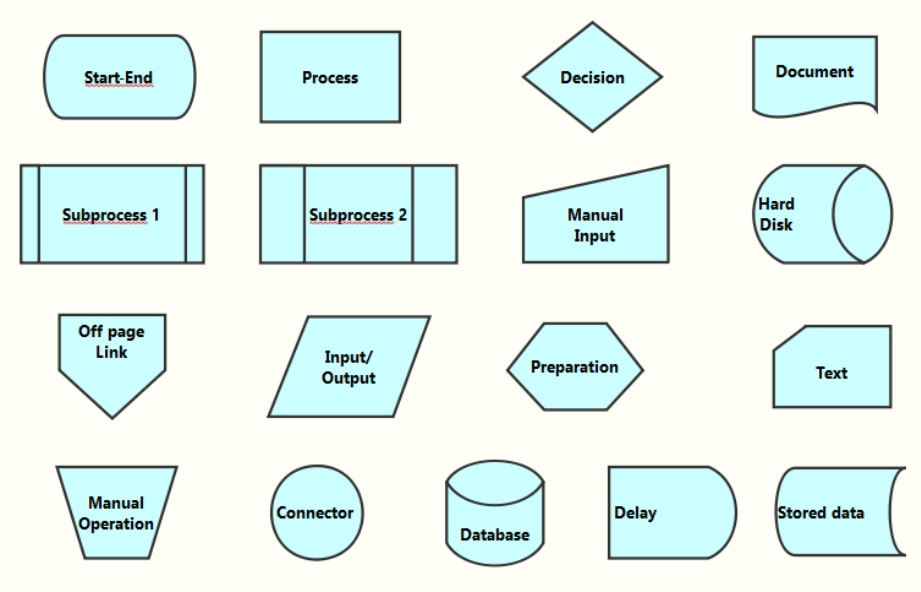



**Figure 144. Meaning of the flowchart diagram shapes**

To insert a shape in the map space, simply drag and drop a shape from the Shape Library anywhere you want in the map.

To connect two shapes you can use the Topic menu, like in the figure below. You can put a label to the relationship as well.

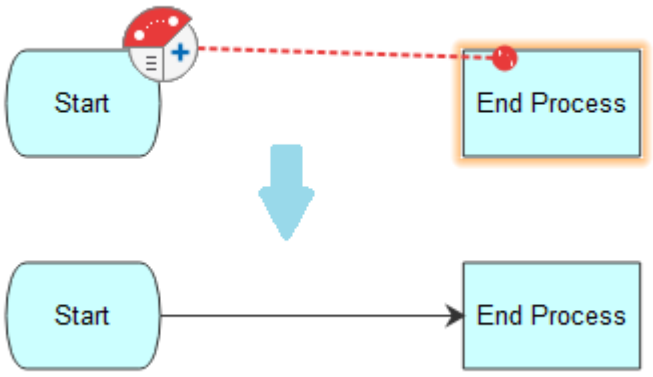



**Figure 145. Connecting two shapes with an arrow (relationship)**

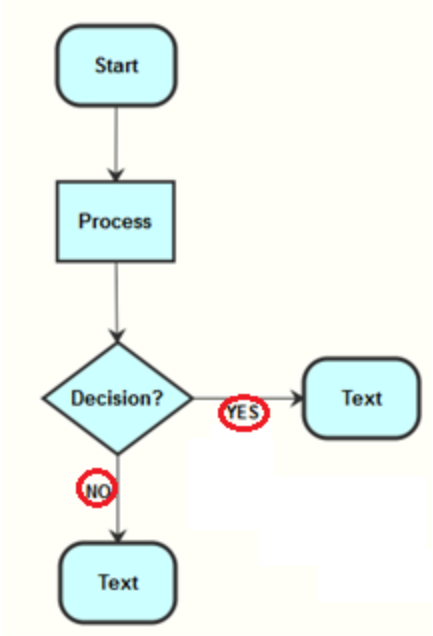



Figure 146. Labeling a relationship between two shapes

# Create and track Project Plans

## Introduction

What is project? According the "PM Body of Knowledge" project is "temporary endeavor undertaken to create a unique product, service or result". PRINCE 2 methodologies define the project as "a management environment that is created for the purpose of delivering one or more business products according to a specified business case". If you search the World Wide Web, you can find more definitions for project or project plan. You don't need to know all these terms in order to make or to manage one project plan. Just remember that project is something that has start and finish, and deliver material or nonmaterial goods.

One good example for project is shopping at the local supermarket. Although it seems too trivial as example, actually you will find that it is not as simple as it looks like. At the beginning you are defining the timeframe for the shopping, keeping in mind the supermarket's working hours and the time needed for going to the mall and for shopping. Next, you are writing on a piece of paper the product that you will buy and prioritize them. The last step is planning the budget i.e. how much money you are planning to spend for shopping. Of course, there is always a backup plan in case something goes wrong. After fulfilling these steps, you are ready for spending some money.

As you can see, this example contains the main characteristics for one project: timeframe, planning, prioritizing, budgeting and backup plan. You can use the same technique for creating projects in iMindQ® but instead organizing entire process in your mind and writing it on a piece of paper you will use views and other features for better and faster creation of projects.

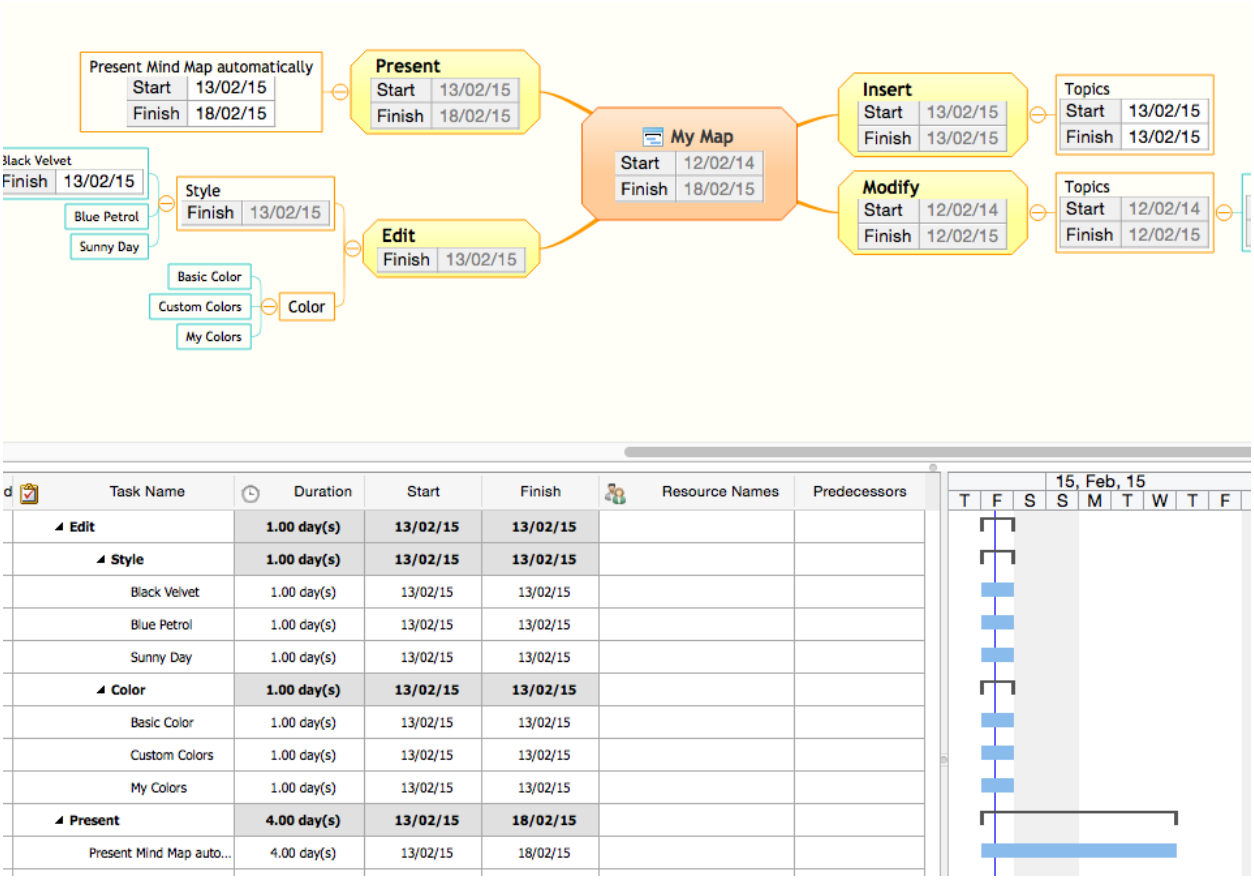
Tasks and resource will be introduced in this chapter, since they are basic elements of any project plan.

## Gantt Chart

Gantt chart view is the most used view while creating project. It gives tabular and graphical presentation of the tasks in the project plan. Gantt chart view consists of two parts: *Gantt Table* which is located on the left side of the application and *Gantt chart* on the right side.

*Gantt Table* (or Gantt Sheet) consists of columns that contain information for the tasks. Depending on which table you are working, different columns will be presented in the Gantt Sheet. A default table for the Gantt chart is the Entry table. Task's attributes can be entered in the Gantt Sheet by typing the appropriate information in the cells, selecting from the drop-down list in the cell or by using the Task Info window.

The look of the Gantt chart view is presented on the figure below.




| Task Name | Duration | Start | Finish | Resource Names | Predecessors |
|---|---|---|---|---|---|
| **Edit** | **1.00 day(s)** | **13/02/15** | **13/02/15** | | |
| **Style** | **1.00 day(s)** | **13/02/15** | **13/02/15** | | |
| Black Velvet | 1.00 day(s) | 13/02/15 | 13/02/15 | | |
| Blue Petrol | 1.00 day(s) | 13/02/15 | 13/02/15 | | |
| Sunny Day | 1.00 day(s) | 13/02/15 | 13/02/15 | | |
| **Color** | **1.00 day(s)** | **13/02/15** | **13/02/15** | | |
| Basic Color | 1.00 day(s) | 13/02/15 | 13/02/15 | | |
| Custom Colors | 1.00 day(s) | 13/02/15 | 13/02/15 | | |
| My Colors | 1.00 day(s) | 13/02/15 | 13/02/15 | | |
| **Present** | **4.00 day(s)** | **13/02/15** | **18/02/15** | | |
| Present Mind Map auto... | 4.00 day(s) | 13/02/15 | 18/02/15 | | |

**Figure 147. Gantt chart view in iMindQ**

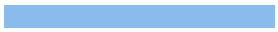
*Gantt chart* contains bars that are graphical presentation of the tasks entered in the Gantt Table. The length of the bar corresponds to the task's duration. At the top of the Gantt chart is the timescale with two layers. The bottom layer presents the working days in the week and the top layer presents the working weeks in the year. The non-working days are colored blue. The Gantt chart has gridlines for background in order to help you in determining starting or finishing day of some particular task or to view task's duration.

You can use the Gantt chart for:

- Planning and Organizing project plans to the
- Monitoring project's progress

## Task

There are several symbols that represent task in iMindQ®. The task's bars that are used in Gantt chart view and their description can be found in the table below:

| Bar | Description |
|---|---|
| | Summary Task |
|  | Task |
| | Milestone |

Summary *Task* can be graphical symbol for one group of tasks that are logically connected or can be representation for project summary task. When representing one group of tasks, *Summary Task* summarizes the information for duration, progress and costs for the tasks.

Milestone is a task that represents achieving major point in the project. Characteristic for this type of task is the duration. *Milestone* has 0-day duration and it can hardly be considered as a task since they are point in time. You can use milestones to emphasis the breaking points (major releases of product, starting marketing and sales campaign, etc.) when you present the project plan in front of the upper management in your company.

## Dependencies

After you entered the task, you need to connect the tasks in order to get visual flow of the project plan. You can link tasks on several ways: by selecting tasks in Gantt Sheet and clicking on the icon in the Standard toolbar; using the Link Task function in the Edit menu; connect tasks using the connector in the Gantt chart, as it is presented on **Error! Reference source not found.**. If you se one of these possibilities for linking tasks, they will be connected with Finish to Start dependency because this is a default dependency in iMindQ®

iMindQ® has the following dependencies:

- Finish to Start (FS)
- Start to Finish (SF)
- Start to Start (SS)
- Finish to Finish (FF)

### Finish to Start (FS)

*Finish to Start* is a default dependency in iMindQ®. This means that the successor task cannot start until the predecessor task finishes. The line's arrow that connects two tasks is pointed from

the task that is assumed to be predecessor (task's Finish Date) to the task that is successor (task's Start Date).

For example, there are two tasks: Task Blue and Task Red, connected with *Finish to Start* dependency, as it is presented on Figure 148**.** *Finish to Start* dependency determines that the Task Red cannot start until Task Blue is 100 % complete. Also, you can notice that the arrow is pointed from the Task Blue Finish Date (predecessor) to the Task Red Start Date (successor).

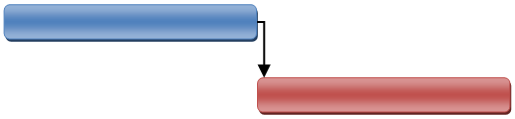


**Figure 148. Example for Finish to Start dependency**

## Start to Finish (SF)

Next dependency that is supported by iMindQ® is the *Start to Finish*, where the successor task cannot finish until the predecessor task starts. The Finish Date of the successor task can be equal or greater than the Start Date of the predecessor task:

$$Successor(Finish\ Date) \geq Predecessor(Start\ Date)$$

The link that connects the task starts from the predecessor's Start Date and ends at the successor's Start Date.

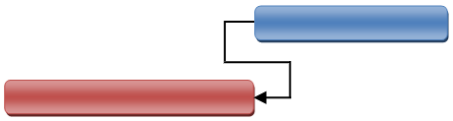


**Figure 149. Example for Start to Finish dependency**

Let's see the *Start to Finish* dependency trough example. On Figure 149 Task Red cannot finish until Task Blue starts. This means that Task Red can finish on the same date when Task Blue starts, or later. The dependency link starts from Task Blue Start Date and ends to Task Red Finish Date.

## Start to Start (SS)

Another dependency in iMindQ® is *Start to Start* dependency. Definition for this dependency is: "The successor task cannot start until the predecessor task starts". Tasks may or may not have the same Start Date. The successor task may start at any time after predecessor task starts, or expressed with equation:

$$Successor(Start\ Date) \geq Predecessor(Start\ Date)$$

The arrow that connects these tasks is pointed from predecessor's Start Date to successor's Start Date.

Once again, let us see the example with the Task Blue and Task Red, presented on Figure 150. According to the definition, Task Red cannot starts until the Task Blue starts. Also, you can notice that the arrow is pointed from the Task Blue Start Date (predecessor) to the Task Red Start Date (successor).

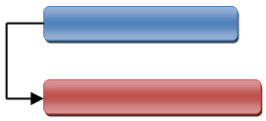


**Figure 150. Example for Start to Start dependency**

## Finish to Finish (FF)

The last dependency in iMindQ® is *Finish to Finish*. This means that the successor task cannot finish until the predecessor task finishes. Tasks may or may not have identical Finish Date. The successor task can finish at any date after predecessor task's finish. Expressed with equation:

$$Succesor(Finish\ Date) \geq Predecessor(Finish\ Date)$$

The line arrow that connects these two tasks starts from predecessor task's finish date and pointed to successor task's finish date.

On the figure below are presented two tasks connected with Finish to Finish dependency. Task Red can finish at any date after Task Blue is 100% complete. You can see that the connection line starts at Task Blue Finish date and ends at Task Red Finish Date.

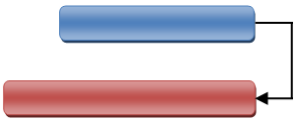


**Figure 151. Example for Finish to Finish dependency**

# Create Task in iMindQ®

After the introduction with the main elements of the Project Management and iMindQ® project management features, you are ready to create tasks from the topics and create project plans.

Topics are modified into tasks using the Task Info feature:

1. Select the topic from the map that will be transformed into task

2. Select the *Insert* ribbon tab.
3. In the *Task Elements* group click on the *Task Info* button
4. In the Task Info panel enter the *Start Date* for the text.

These four steps are enough to create task and this task to be presented in Gantt chart (View ribbon⇨Views group⇨Gantt chart)

Now, you can create tasks from the Plan ribbon too and see how they are created directly in the Gantt chart. Do the following steps:

1. Click on the *Plan* ribbon tab.
2. Select a topic.
3. Click on the *Task* button.

**Note**: If you continue to click the same button and the same topic (task) is selected in the map, the newly tasks will be topics (tasks) on the same level as the selected. This is presented in the figure below.

**Figure 152. Create task in iMindQ from Plan ribbon**

***Set a Mind Map branch into Project Branch***

In a Mind Map you can set a branch as Project Branch and make initial plans by further branching it out. The Project Branch is a summary task and is directly represented in the Gantt Chart View.

To transform an ordinary branch into Project Branch, do the following steps:

1. Select the desired branch.
2. Click on the *Plan* Ribbon tab.
3. From the *Insert Group*, click on the *Project Branch* button.

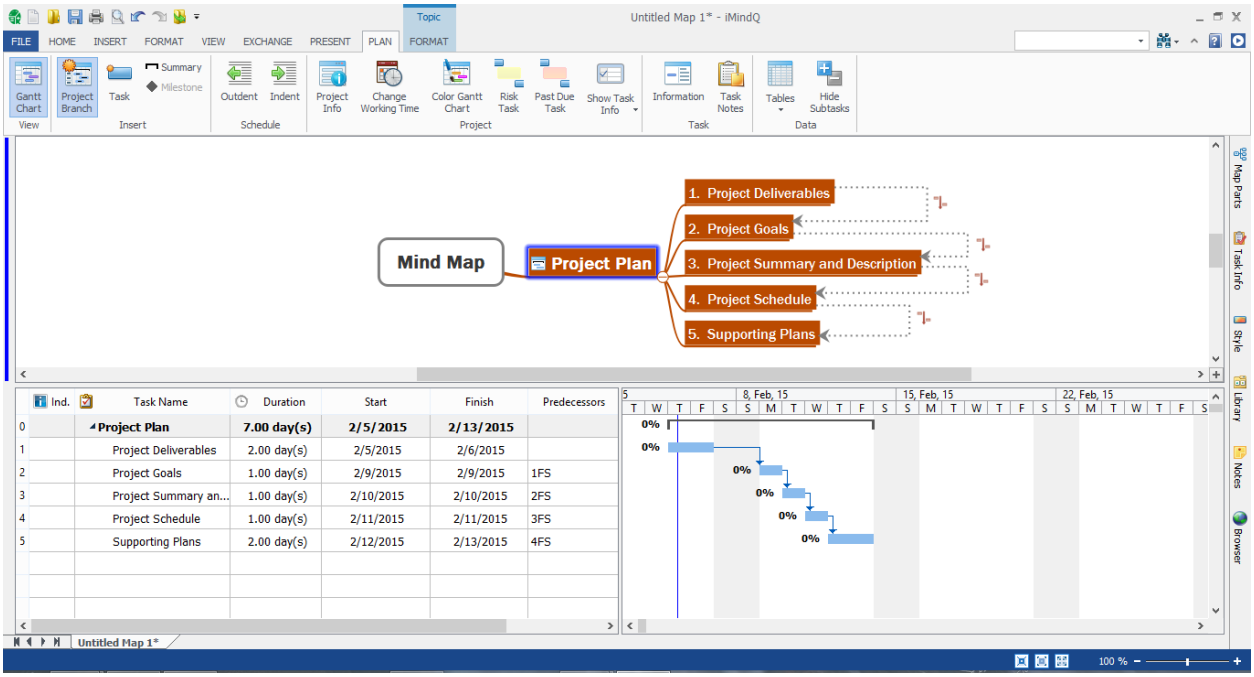



Figure 153. Transform a Branch into a Project Branch

## Edit Task

You can edit tasks parameters in your project in several ways:

- Using the Task Info panel
- Using the Gantt table
- Using the Gantt Chart
- Using the Task Info dialog

Use the method that is most appropriate for you.

## Edit task using Task Info panel

Using the Task Info panel, you can define and edit the Start and Finish Date of the task, update task's progress through % Complete and prioritize the task using the Priority field. This information is as much as necessary to create one task. The required values can be entered using the calendar for Start and Finish Dates, a symbol near fields for increasing or decreasing the value or by typing the value in the field.

The look of the Task Info panel is presented on the figure below.

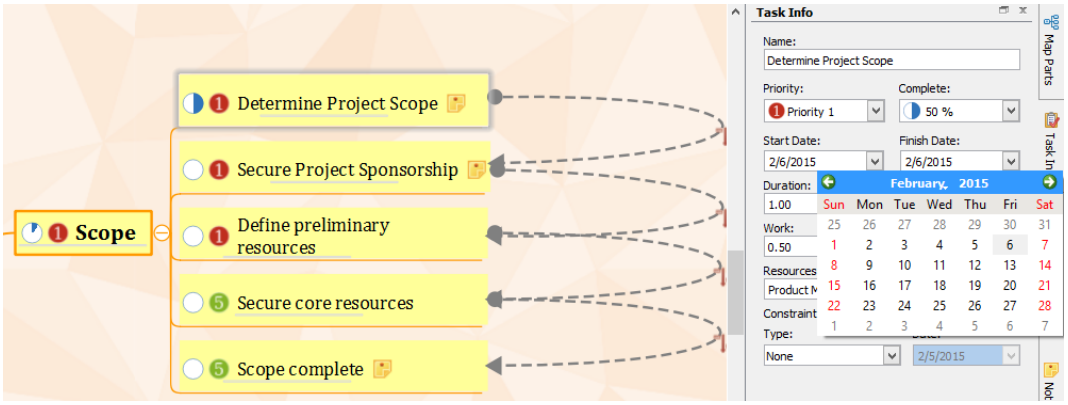



Figure 154. Edit task using Task Info

## Edit task using Gantt table

Another option for editing tasks is by typing the tasks' names or values directly in the sheet. For this purpose you can use the Gantt table part from the Gantt Chart view. You can edit task's names, Start and Finish dates, Duration and Predecessors.

Part of the editing process of the task (example: Start Date) is presented on the figure below.

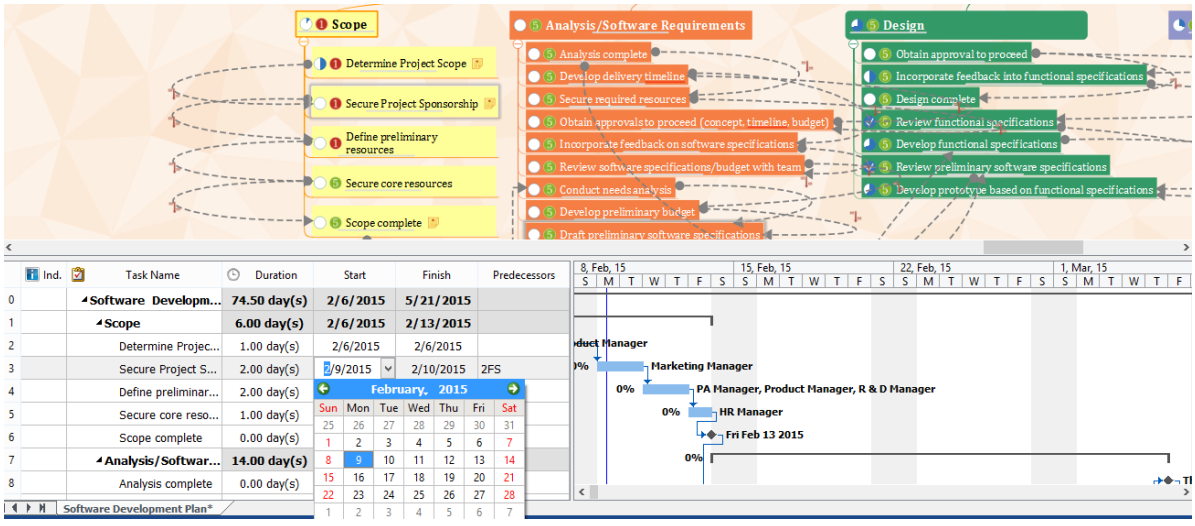

Scope
Determine Project Scope
Secure Project Sponsorship
Define preliminary resources
Secure core resources
Scope complete
Analysis/Software Requirements
Analysis complete
Develop delivery timeline
Secure required resources
Obtain approvals to proceed (concept, timeline, budget)
Incorporate feedback on software specifications
Review software specifications/budget with team
Conduct needs analysis
Develop preliminary budget
Draft preliminary software specifications
Design
Obtain approval to proceed
Incorporate feedback into functional specifications
Design complete
Review functional specifications
Develop functional specifications
Review preliminary software specifications
Develop prototype based on functional specifications
Ind. Task Name Duration Start Finish Predecessors
0 Software Developm... 74.50 day(s) 2/6/2015 5/21/2015
1 Scope 6.00 day(s) 2/6/2015 2/13/2015
2 Determine Projec... 1.00 day(s) 2/6/2015 2/6/2015
3 Secure Project S... 2.00 day(s) 2/9/2015 2/10/2015 2FS
4 Define preliminar... 2.00 day(s)
5 Secure core reso... 1.00 day(s)
6 Scope complete 0.00 day(s)
7 Analysis/Softwar... 14.00 day(s)
8 Analysis complete 0.00 day(s)
February, 2015
Sun Mon Tue Wed Thu Fri Sat
8, Feb, 15
15, Feb, 15
22, Feb, 15
1, Mar, 15
Marketing Manager
PA Manager, Product Manager, R & D Manager
HR Manager
Fri Feb 13 2015
Software Development Plan*

Figure 155. Edit task using Gantt table

## Edit task using the Gantt Chart

The easiest and the fastest way to edit a task is to use the Gantt chart. Point the mouse cursor at the day that will be start date of the task, click on the left-mouse button and draw the length of the task, as it is presented on figure below.

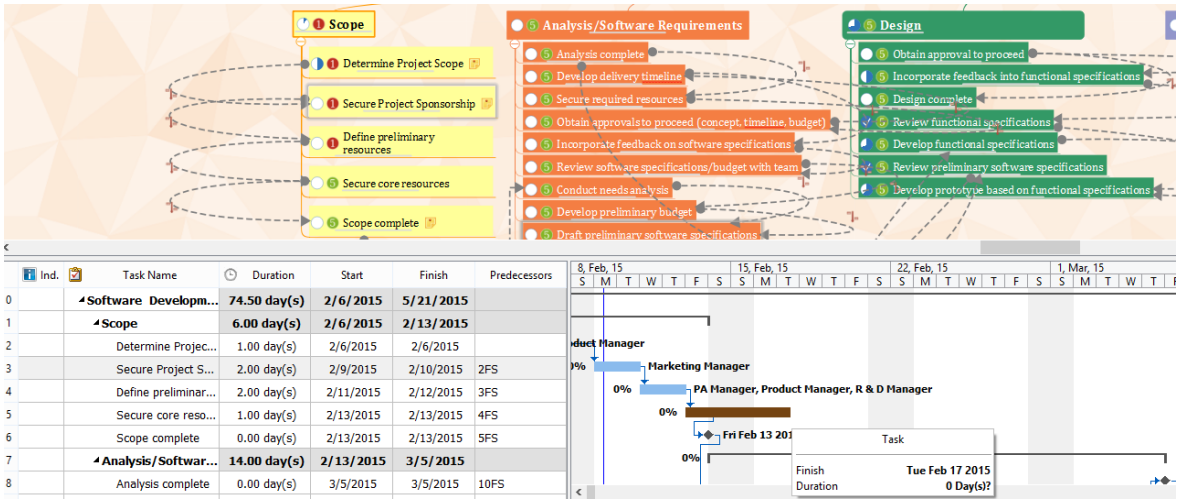



**Figure 156. Start editing task from Gantt chart**

When the left-mouse button is released, the task is created, ready for editing and incorporating in the project plan. Using this method for drawing tasks and connecting them with task dependencies (presented in next section), you can create entire project plan in a very short period of time. All you have to do afterwards is to give a name to the tasks. The final result of the editing process is presented below.

## Edit task using Task Info dialog

Now with the new Plan ribbon, you can easily access everything related Tasks (Gantt, Open WBS, create Tasks, Subtasks, Milestones, access the Task Info and get basic Project Statistics instantaneously). To edit the Task Info through a dialog, do the following steps:

1. Click the *Plan* ribbon tab.
2. From the *Task* group, click the *Information* button.

Here you can access the General Information about the task, you can set its predecessors, which in the same time means setting dependencies and add the necessary resources.

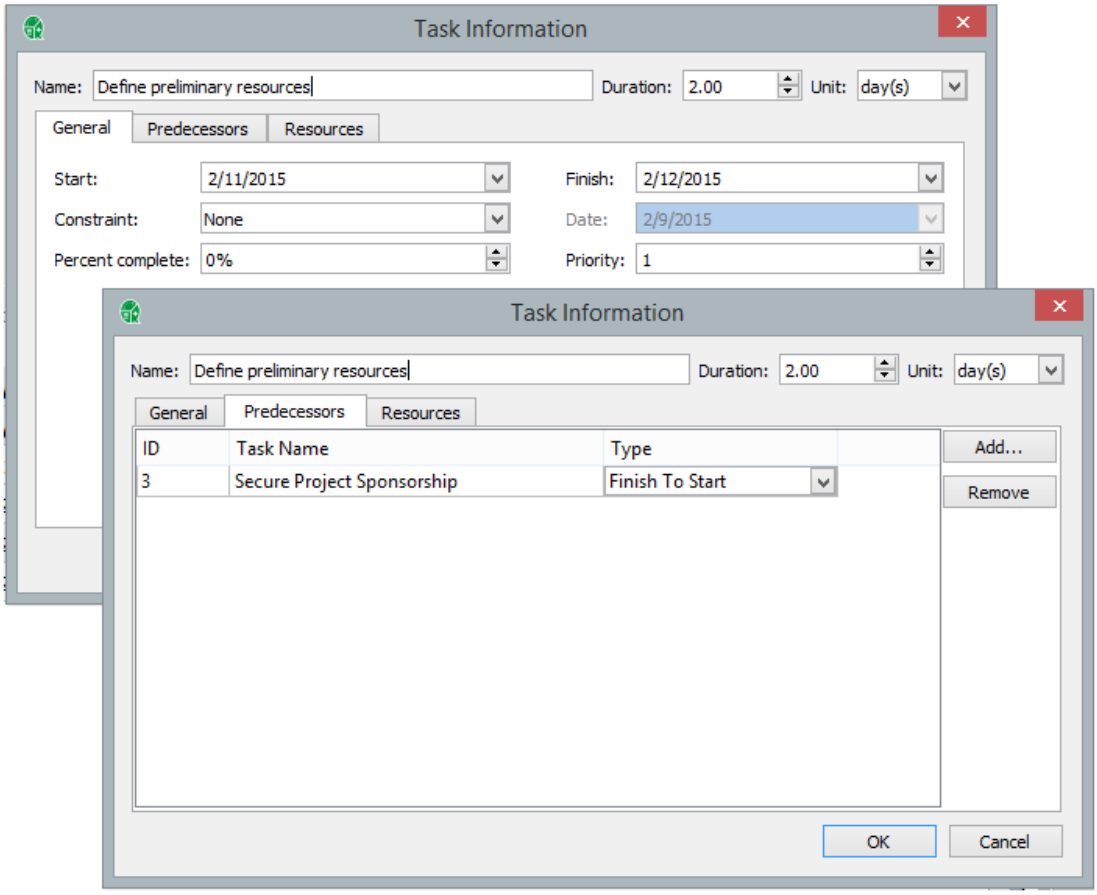



**Figure 157. Task Information dialog**

## Work with Constraint Dates

Constraint means restrictions. While creating a project plan you can set a restriction on task's start or finish date. This means that some specific task must start on or finish no later than a particular date.

There are three types of constraints:

- Flexible constraints
- Semi-flexible constraints
- Non-flexible (Inflexible) constraint

*Flexible constraints* doesn't content specific date. Using these constrains, users can start the project tasks as early as possible or as late as possible as long as the tasks with constraint dates ends before project's finish date.

*Semi-flexible constraints* requires an association with dates that controls the earliest or latest start or finish date of the task. Tasks with semi-flexible constraints can finish at any time as long as it meets the start or finish deadline of the project plan.

*Non-flexible constraints* requires an association with dates that controls the start or finish date of the task. These constraints are used when there are many external factors that are associated with the task/project plan.

All constraints that are implemented in iMindQ® are presented in the table below.

| Symbol | Type | Name | Description |
|---|---|---|---|
| | SNET | Start No Earlier Than | Schedules the task to start on or after a specified date. Use this constraint to ensure that a task does not start before a specified date |
| | FNET | Finish No Earlier Than | Schedules the task to finish on or after a specified date. Use this constraint to ensure that a task does not finish before a certain date |
| | SNLT | Start No Later Than | Schedules the task to start on or before a specified date. Use this constraint to ensure that a task does not start after a specified date |
| | FNLT | Finish No Later Than | Schedules the task to finish on or before a specified date. Use this constraint to ensure that a task does not finish after a certain date |
| | MFO | Must Finish On | Schedules the task to finish on a specified date. Sets the early, scheduled, and late finish dates to the date that you type and anchors the task in the schedule |
| | MSO | Must Start On | Schedules the task to start on a specified date. Sets the early, scheduled, and late start dates to the date that you type and anchors the task in the schedule |

## Set Constraint Date

iMindQ® works with Semi-flexible and Non-flexible constraints. Constraint Date and Constraint Type are located in the Task Information window, in the General tab. Setting Constraint Date and Type to the task is very easy and it can be done in several steps:

1. Select the task in the *Gantt Chart*.
2. Double-click on the cell in order to open the *Task Information* window.
3. In the *General* tab click on the *Constraint* drop-down list to assign a Constraint type to the task.

4. In the *General* tab click on the *Date* drop-down list to assign a Constraint date to the task.

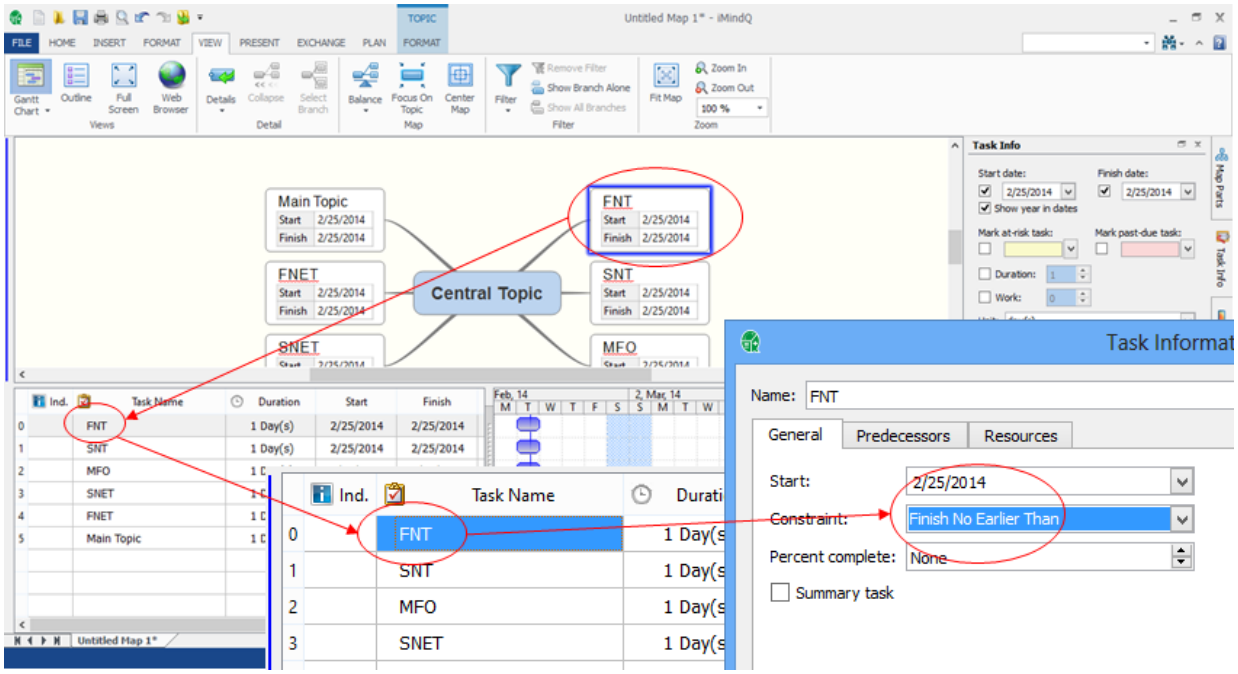



Figure 158. Assign Constraint Date and Type to task

## Get basic Project Info

Once you have created/planned all your tasks needed for finishing a project successfully. You can open the Project Statistics dialog from the ribbon Plan→Project group.

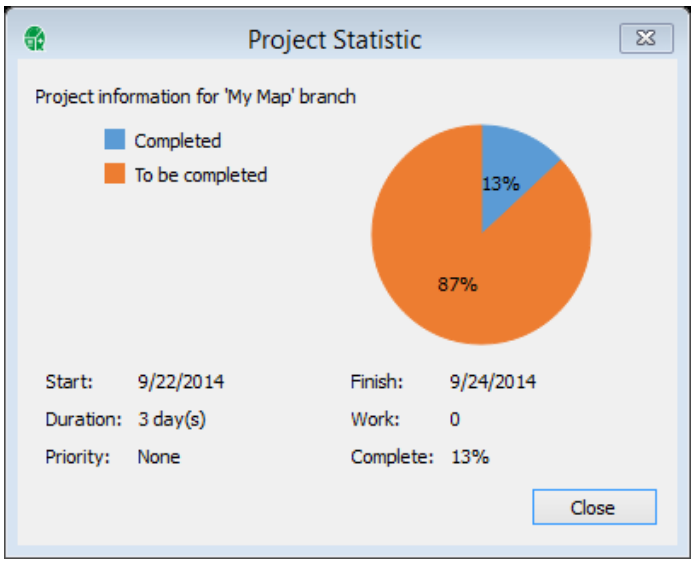



Figure 159. Get basic Project Info

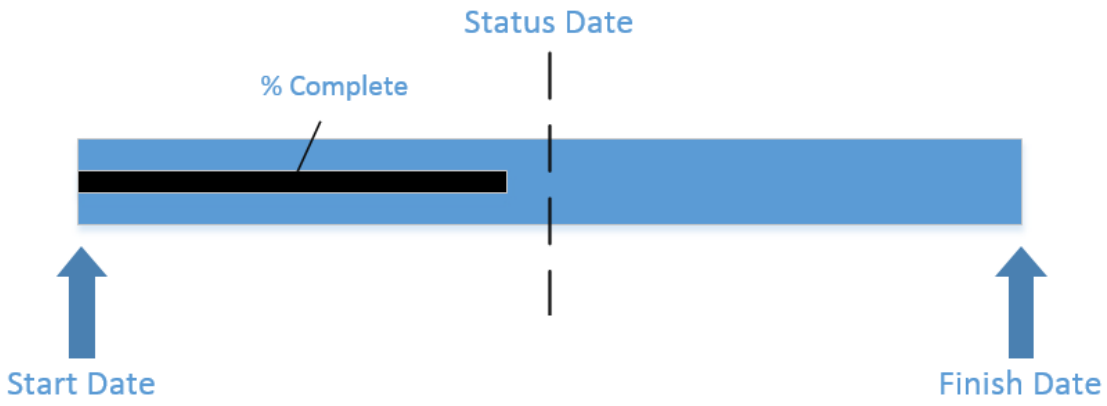
## Importing project plan with Constraint dates in iMindQ

If you import project plan created in Microsoft® Project and the project plan contains Constraint Type and Constraint date, then the same information will be imported and presented in iMindQ®. The symbol for Constraint Type in the Indicator column will appear in front of the task name and in the Task Information window you can view the necessary information.

## Late Tasks

Project plan is a massive structure that has many tasks, involves number of resources and has costs. Very often project participant, projects managers and team leads need information that comes from a different part of the project plan. For example, they need general info for the project's schedule and the milestones, or they need to view which tasks can harm the project's output. Thus, iMindQ has one category of marking tasks that present certain task's status in the project plan.

Late tasks are those tasks that are not 100% when the status date is past the task's finish date.




To view which tasks are late, just click on the Late Task button in the "Plan" ribbon and the tasks that are not fulfilling the criteria above will be colored light red, at is presented on the image below.

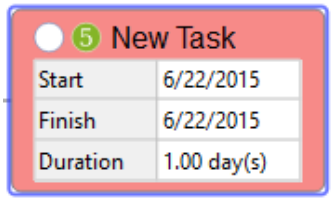
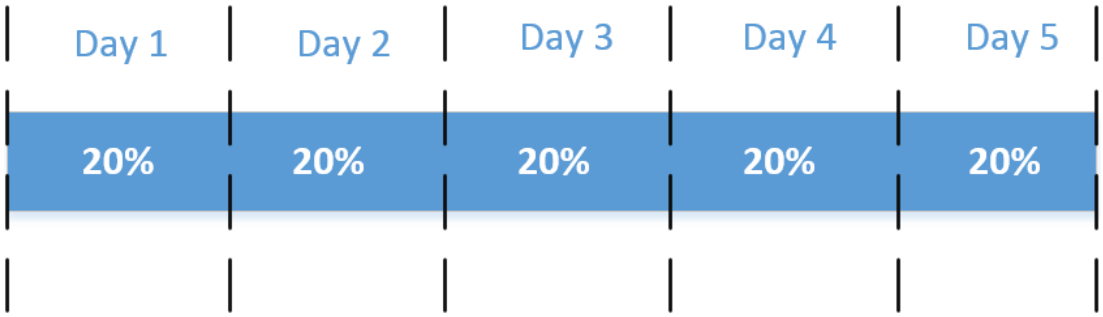
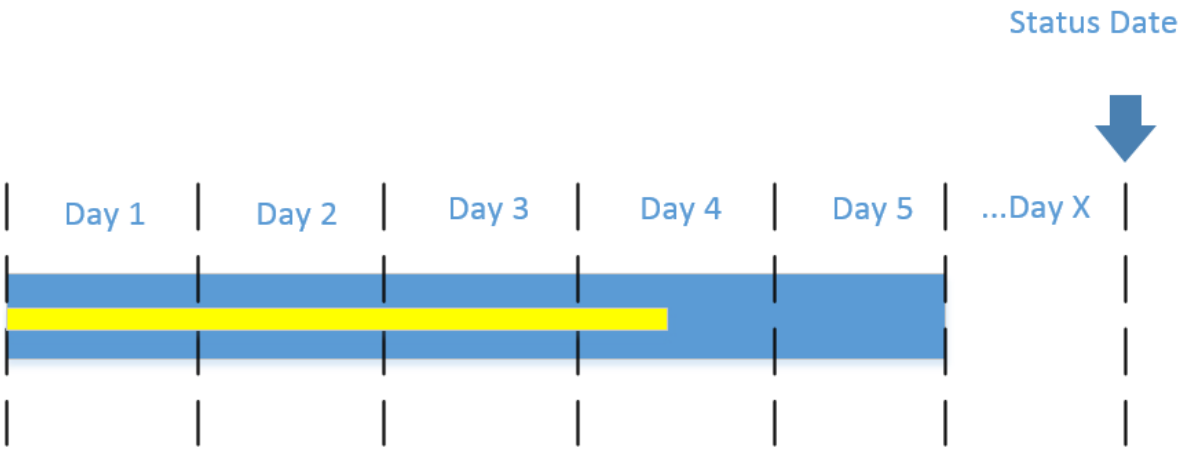



**Figure 160. Late Task**

Short Example: One task has duration of 5 days. That means that every day, assigned resource must complete 20% from the task. Status date is at the 5th day (or after the 5th day).




That means that at the end of the 5th day, 100% of the tasks must be completed. If this is not a case, then the task will be colored red.




## Change Working Time

Project plans are scheduled according calendars. They defined the working days in the week, how many hours project participant will be spend on daily basis and etc. The "Standard" calendar is defaulted calendar in iMindQ, with working days from Monday through Friday, from 8 A.M. to 5 P.M. The other two calendars that are available for scheduling are:

- Night Shift
- 24 Hours

But sometimes, you need to modify it. You need to change the working hours, to make particular day non-working or to set the working weeks according the project needs. For this case you will use the "Change Working Time" feature, located in the "Plan" ribbon. Using mentioned feature, you can:

- Insert Exceptions
- Make custom Work Weeks

## Exceptions

Exception days are days in the working week with different working time as the usual one. Resource's vacation, national holidays, time off days can be considered as exceptions for the project plan and must exists in the project calendar. It very important for the project manager to take them into consideration when estimates the project deadlines.

### Exception day with specific working time

In iMindQ, by default, all exception days are created as non-working days. If you want to make them working days, but with different working times, perform the following steps:

- From the "Plan" ribbon click on the "Change Working Time" icon
- Once the new dialog is opened, choose the base calendar for which you want to insert exception day (presented on the image below with number 1.)
- Insert the name of the exception along with the Start and Finish dates (presented on the image below with number 2.)
- Once the exception is created, click on the "Details" button (presented on the image below with number 3.)

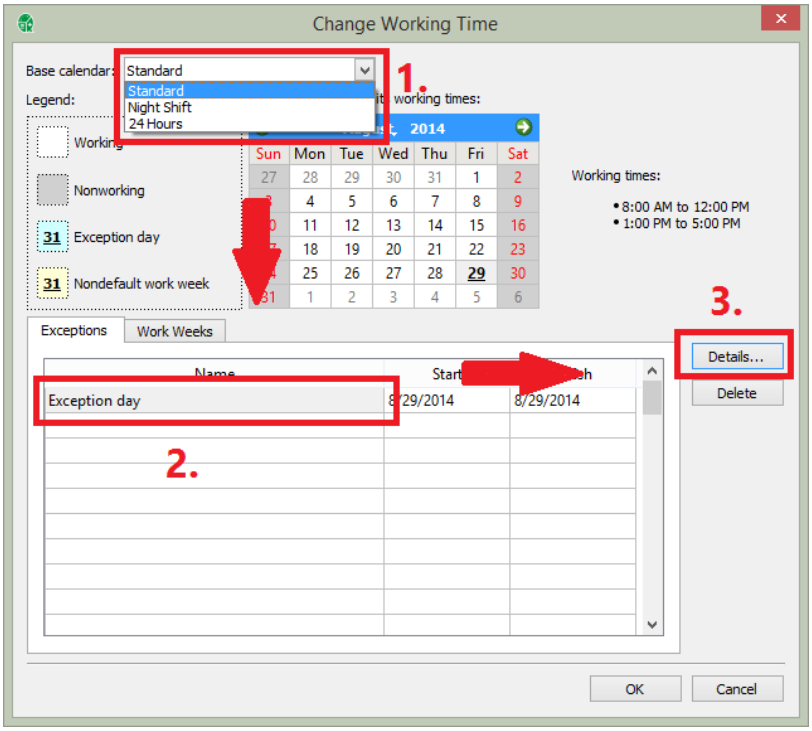



**Figure 161. Change Working Time dialog**

The newly created exception day will be colored **blue** in the calendar preview. Next step is to define the working hours for this particular day.

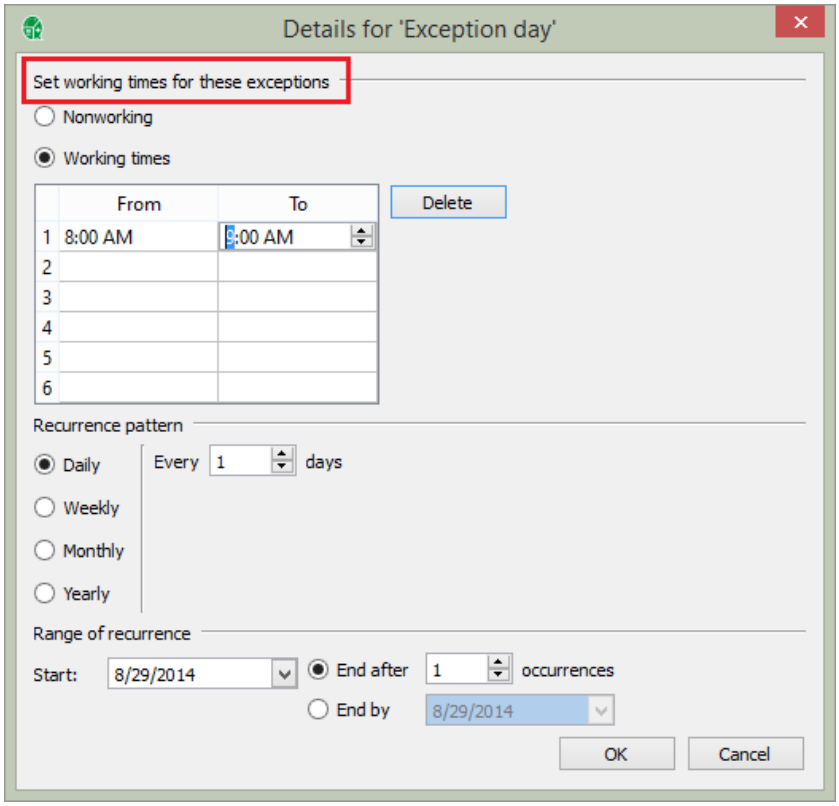



**Figure 162. Details for Exception Day**

1. In the "Set working times for Exceptions" section click on the "Working times" radio-button
2. Inserts the working time using the "From" and "To" column in the table.

## Exception days as repeating holidays

National holidays are days with recurrence pattern. They are not included in the application's calendar, but you can add them manually.

1. Repeat the first 3 steps from the previous section.
2. In the "Recurrence pattern" section select the recurrence of the holiday.
3. In the "Range of recurrence" pick how often the holiday repeats during the project time-frame.

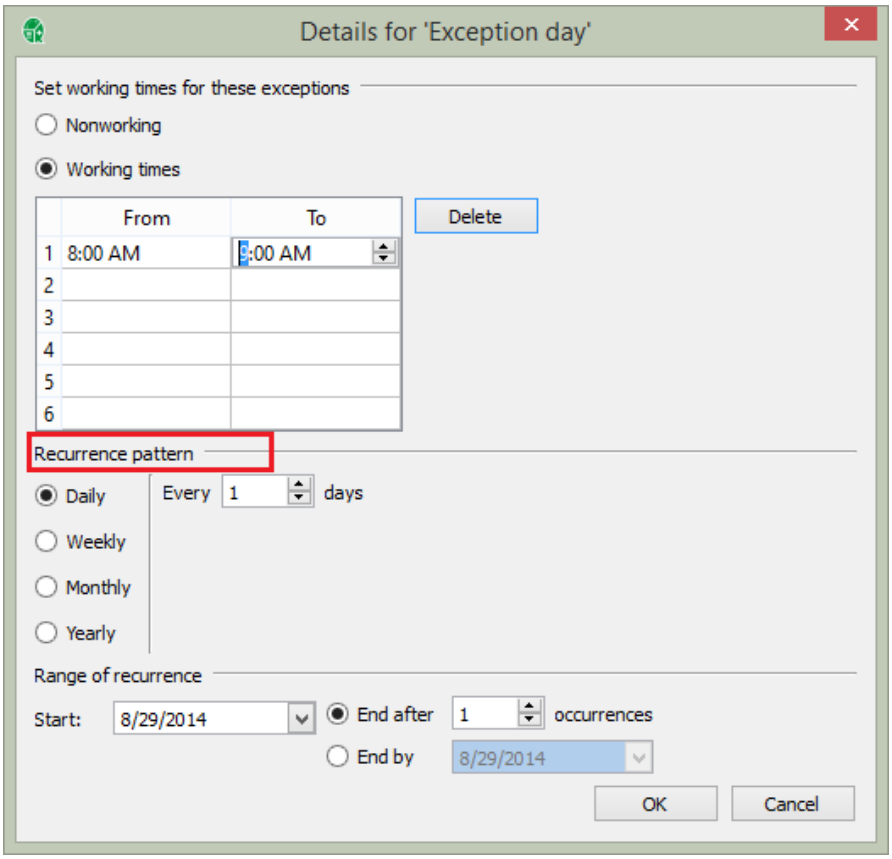



**Figure 163. Recurrence Pattern in Exception Day dialog**

## Work Week

Based on the selected project calendar, the work schedule for all project's tasks varies. Their schedule depends from the working days and the working times. iMindQ provides three base calendar that can be used as templates for the project plans, with the following working days and times:

- Standard – The Standard calendar reflects the traditional western work schedule: From Monday to Friday, from 08:00 A.M. until 5:00 P.M., with and hour break between 12:00 A.M. and 1:00 P.M.
- Night Shift – The Night Shift calendar is scheduled from Monday night to Saturday morning, from 11:00 P.M. until 08:00 A.M., with and one hour break from 03:00 A.M. to 04:00 A.M.
- 24 Hours – The 24 hours calendar characterizes with continues work, 24 hours a day, 7 days a week.

Very often, project plan required modifications of the working times, working days. You can customize them using the steps that are described below:

1. From the *Plan* ribbon, click on the *Change Working Time* icon
2. Once the new dialog is opened, choose the base calendar for which you want to insert custom week (presented on the image below with number 1.)
3. Click on the "*Work Week*" tab (presented on the image below with number 2.)
4. Insert the name of the exception along with the Start and Finish dates
5. Once the exception is created, click on the "Details" button (presented on the image below with number 3.)

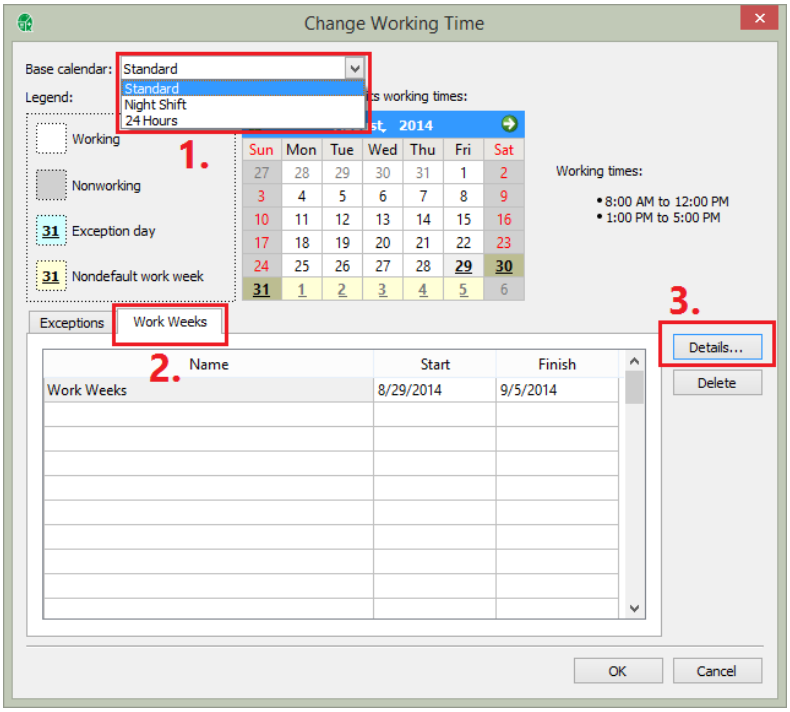



**Figure 164. Change Working Time dialog**

The newly created exception day will be colored **yellow** in the calendar preview. Next step is to define the working hours for this particular day.

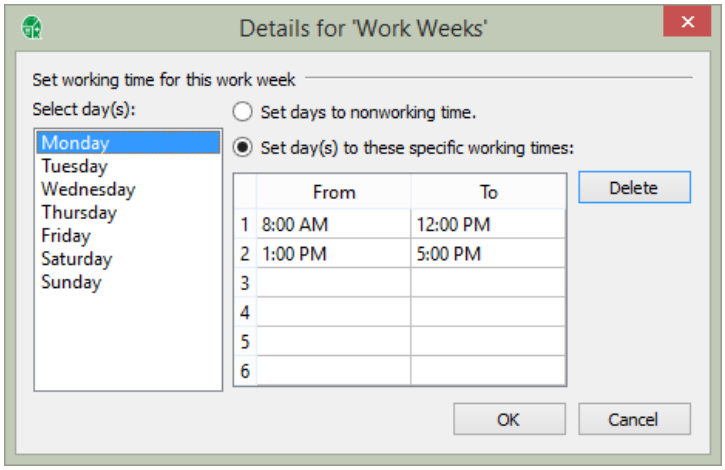



**Figure 165. Details for Work Weeks dialog**

1. In the "*Set working times for this work week*" section click on the each day from the week and insert the specific working time.

If you need to make some day nonworking, then select the "*Set days to nonworking time*" radio button.

## Differentiate tasks in the Gantt Chart by coloring the Task Bars

In order to better differentiate and visualize the tasks from the map space into the Gantt Chart view, iMIndQ enables you colorize the task bars with one single click. The main rule is the specific type of task represented in the Gantt Chart View, with appropriate symbol, to inherit the fill color of the adequate task in the map space. Each task in the map space, that has white fill color or the fill color is set to *None,* than these tasks in the Gantt Chart View shall be represented in the Gantt Chart View with the predefined style for each type of task accordingly.

The transparency of a certain Fill color applied to a task, will be ignored and the task bar in the Gantt Chart View shall be colored with the basic Fill Color to which the transparency was applied. Do the following steps:

1. Click on the *Plan* ribbon tab.
2. From the Project group, click on the *Color Gantt Chart* button.

Here is an example of how your tasks will be visualized in the Gantt Chart View, after choosing the option to use the Color Gantt Chart option.

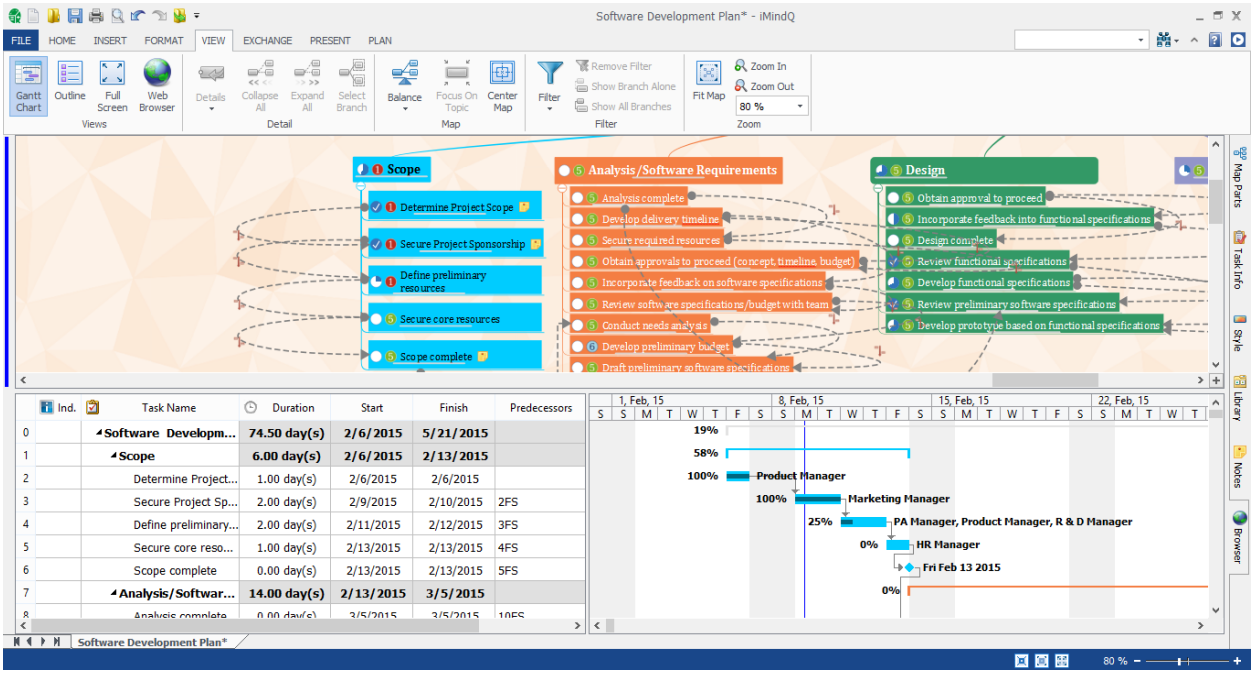



**Figure 166. Colored Task Bars in the Gantt Chart View**

## Manage the visibility of desired Task Information

At different times, you need different Task Information to be visible in the map space, depending for which purpose you use specific Task Information. You can manage whether the Task Information shall be visible or not, and which specific information shall displayed within the task in the map space.

To display the needed Task Information in a specific document, do the following steps:

1. Click on the *Plan* ribbon.
2. From the *Project* group, click on the *Show Task Info* button.

To manage which Task Information shall be visible within one task in the document, follow these steps:

1. Click on the *Plan* ribbon.
2. From the *Project* group, click on the *Show Task Info* dropdown menu.
3. From the dropdown menu, click on the *Display Options* feature.

The *Display Options* dialog shall open, and here the user can select which Task Information shall be visible and can also specify what shall be the default value for the *Priority*.

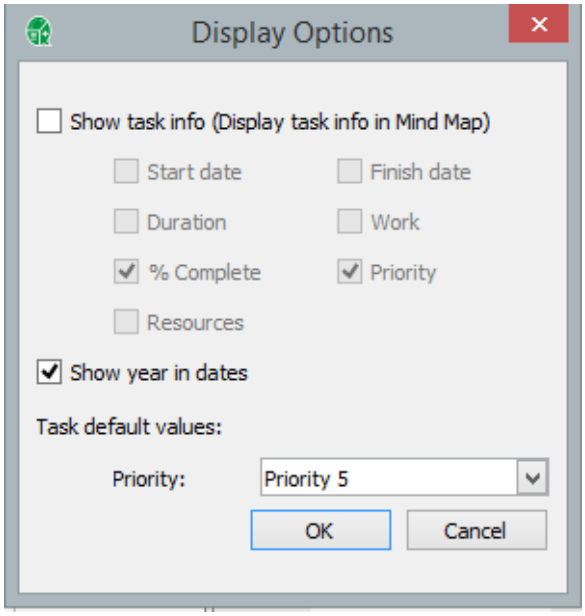



Figure 167. Display Options dialog

# Collaborate with iMindQ

## Microsoft® SharePoint

Microsoft® SharePoint Server (or commonly referred as SharePoint) is a web application platform developed by Microsoft Corporation. It is integrated with your company's document management and content management systems; however the latest versions have significantly broader capabilities.

The user can open/Save maps from/to SharePoint server and manager SharePoint accounts, accessible from the Open or Save As submenus in the Backstage View (File Menu).

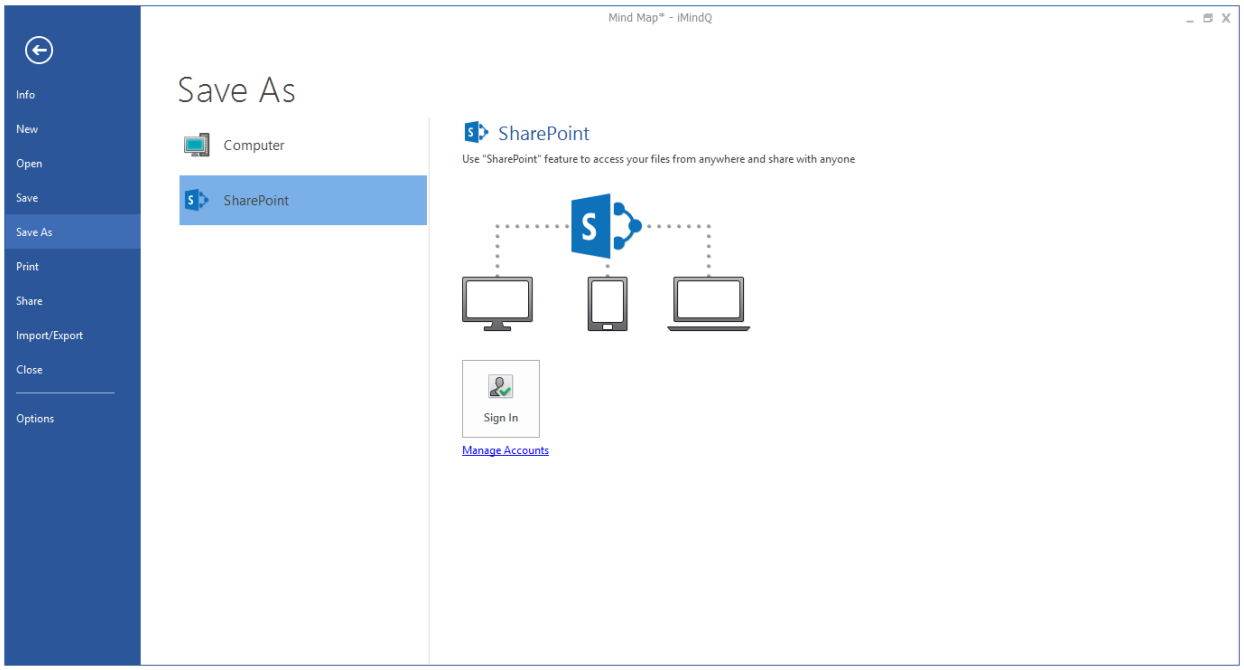



**Figure 168. SharePoint in the Open submenu of the File Menu**

The following features are available in the SharePoint sub-menu:

In order to share your map and ideas with your colleagues and team mates, you will need to pass through a process that contains three mayor steps:

- Create connection to SharePoint site;
- Create and upload a map;
- Edit and review the map by incorporating the team member's suggestions.

**Connect**

Account Name

Insert URL

Username

Password

Test connection

**Upload**

Start new map

Visualize the idea

Save it

Share it

**Edit & Review**

Download map

View suggestions

Modify map

Save it

## Setup connection to Microsoft® SharePoint Server

The first stage is setting connection to the SharePoint site, on which you want to upload your map. The exact URL to the site and the security permissions are granted by company's system administrator and usually you will receive an e-mail with all necessary information for establishing connection to the preferred SharePoint site.

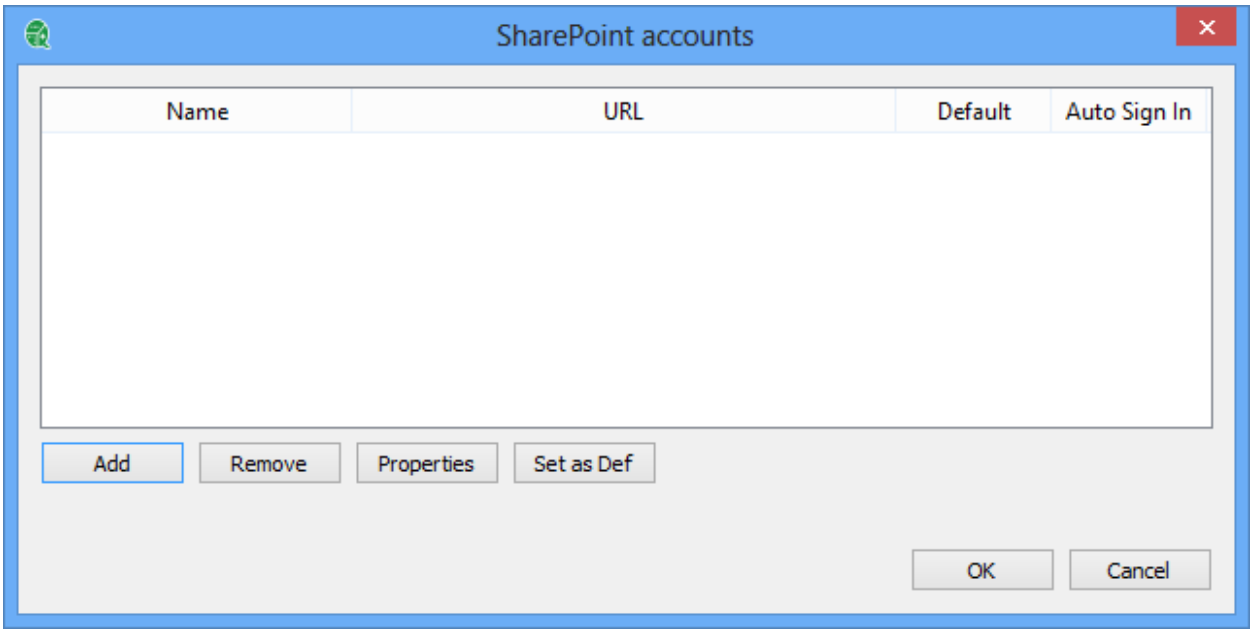



**Figure 169. Manage SharePoint accounts dialog**

To setup connection to the SharePoint site, where you want to upload your map or view the maps that are uploaded by your colleagues, perform the following steps:

1. Click on the *File Menu*;

2. Click on the *Open* Submenu.
3. Click on the *SharePoint* option.
4. Click on the *Manage Accounts* option.
5. Click on the *Add* button from the dialog. New window will pop-up, as it is presented on the image below.

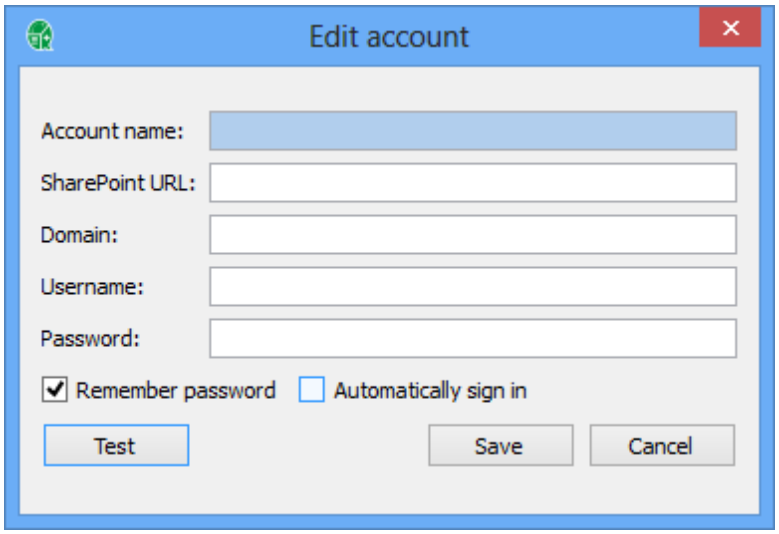



**Figure 170. Edit account dialog**

6. Insert the necessary information for the account name, SharePoint URL, company's domain, your username and password, information that are provided by the system administrator.
7. Test the connection to the SharePoint site by clicking on the *Test* button. iMindQ will notify you whether the connection to the SharePoint site is successful or not;
8. *Save* the account.

After creating and testing the connection, the account will be recorded and SharePoint dialog will look like the image on Figure 171.

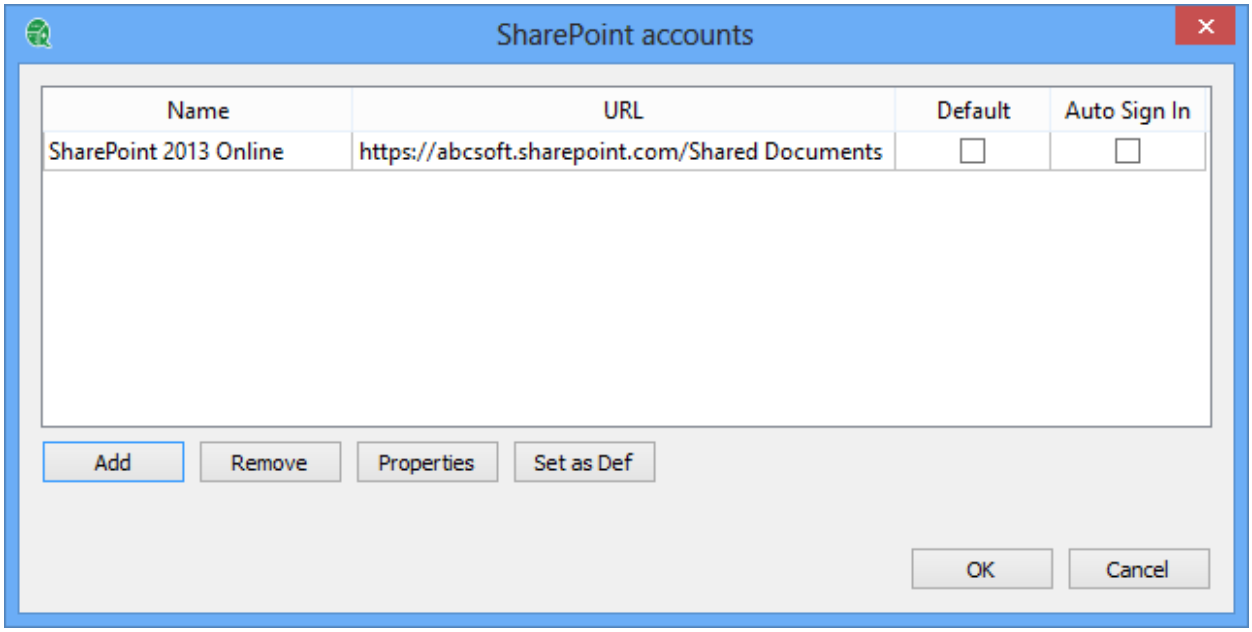



**Figure 171. SharePoint accounts dialog with account**

You can have multiple accounts, if you need a new one, you should repeat the steps from 1 to 8, but with new URL provided by the system administrator.

Example: Let's make a connection to SharePoint site. You have received an e-mail from the system administrator with the following information:

- SharePoint URL: http://sharepointserver2010/
- Domain: company_domain
- Username: my_username
- Password: my_password

Following the steps from 1 to 4, you have to enter the information in the *Edit Account* dialog.

After inserting the information received from the system administrator, the *Edit Account* dialog will look like the snapshot presented on Figure 172.

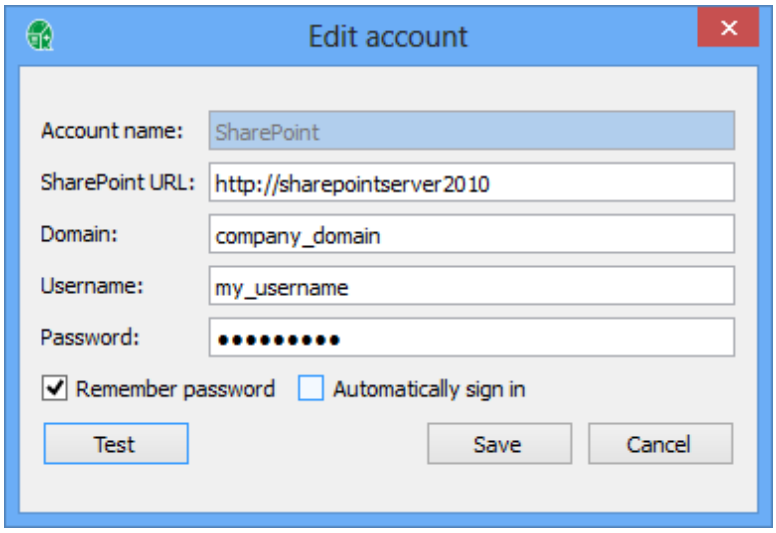



**Figure 172. Edit account dialog**

It is recommended that you test the connection before saving the newly created connection. For that purpose, after inserting the entire set of information, you have to click on the *Test* button, located in the lower left corner of the dialog. If the connection to the desired site is successful, you will receive notification, as the one presented on Figure 173.

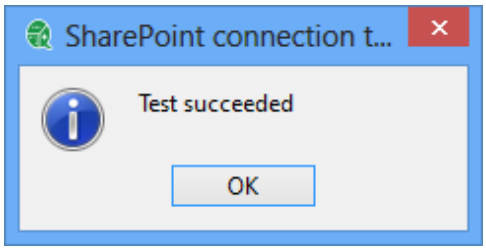



**Figure 173. SharePoint notification**

iMindQ® also supports SharePoint 365 accounts allowing you to upload, edit and save maps to and from your SharePoint 365 account.

Do all the mentioned steps from before, but to add a SharePoint 365 account you will need to enter the following information and Add account dialog should look like on Figure 174.

- Account name: Name and Surname
- SharePoint URL: https://companyname.sharepoint.com
- Domain: name.onmicrosoft.com
- Username: userid@name.onmicrosoft.com
- Password: **********

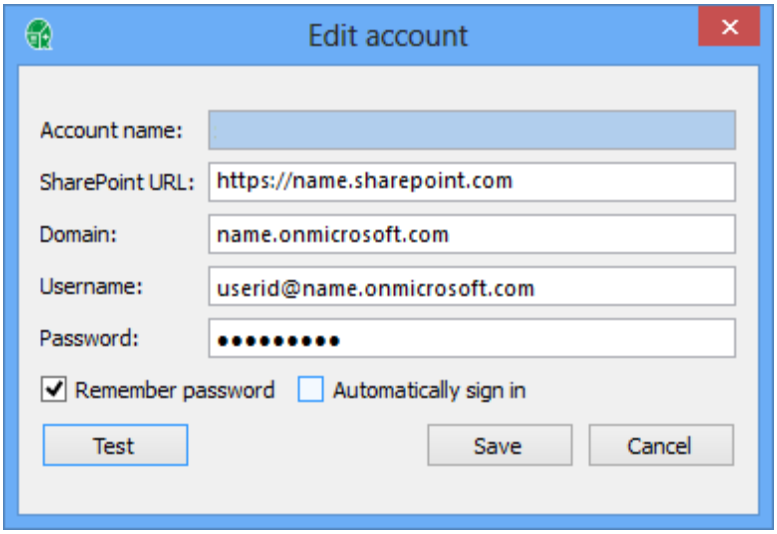



**Figure 175. Add account dialog with login info for SharePoint 365**

## Create and upload map on Microsoft® SharePoint Server

The second stage is to upload your map to the SharePoint site. After you have created and saved the mind map on you PC, you have to uploaded it and make it public to all the users that have access to the appropriate SharePoint site.

For that purpose perform the following steps:

1. Click the *File* Menu;
2. Click on the *Save As* submenu.
3. Click on the *SharePoint* option.
4. Sign In with the desired account.
5. From the *SharePoint account* drop-down list in the *Login to SharePoint* dialog (presented on Figure 176), select the web site where you want to publish your map;

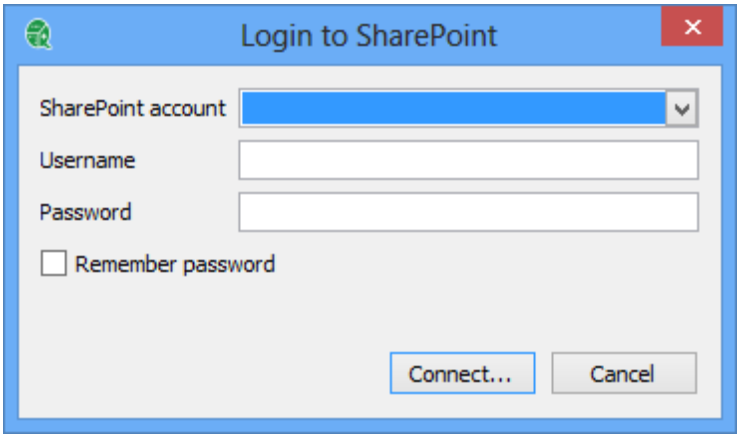



**Figure 176. Login to SharePoint site dialog**

6. Click on the *Connect* button.
7. In the *SharePoint Explorer* dialog browse to the desired location and click on the *Upload* button.

Example: Let's make a short exercise for uploading a map on SharePoint site. The map is prepared and it is time for sharing with my team. You have already established connection to the shared point site and you need to upload the map in the *Shared Documents* folder. That's the final location for uploading.

Steps from 1-5 are described in the previous section. We will focus on the last step: uploading.

As mentioned previously the target location for uploading the map is the *Shared Documents* folder. Thus, from the *SharePoint Explorer* dialog, presented on Figure 177

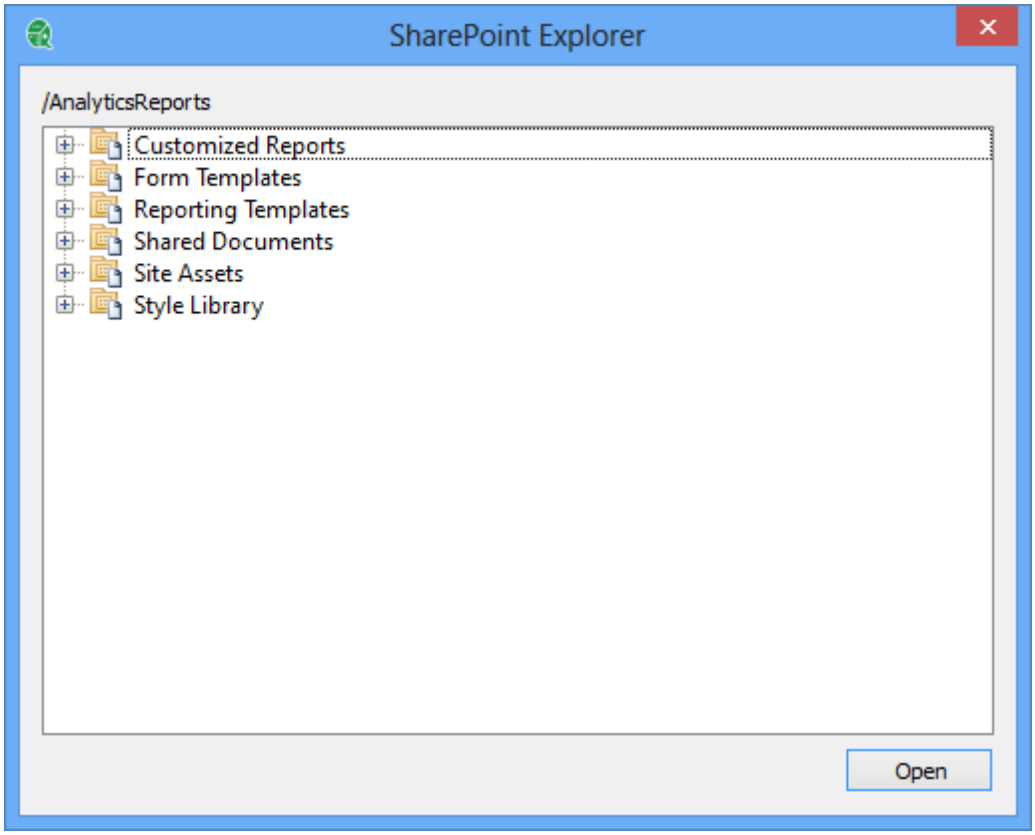



**Figure 177. SharePoint Explorer dialog (example)**

Select the *Shared Documents* folder and uploaded it, at is presented on the Figure 178.

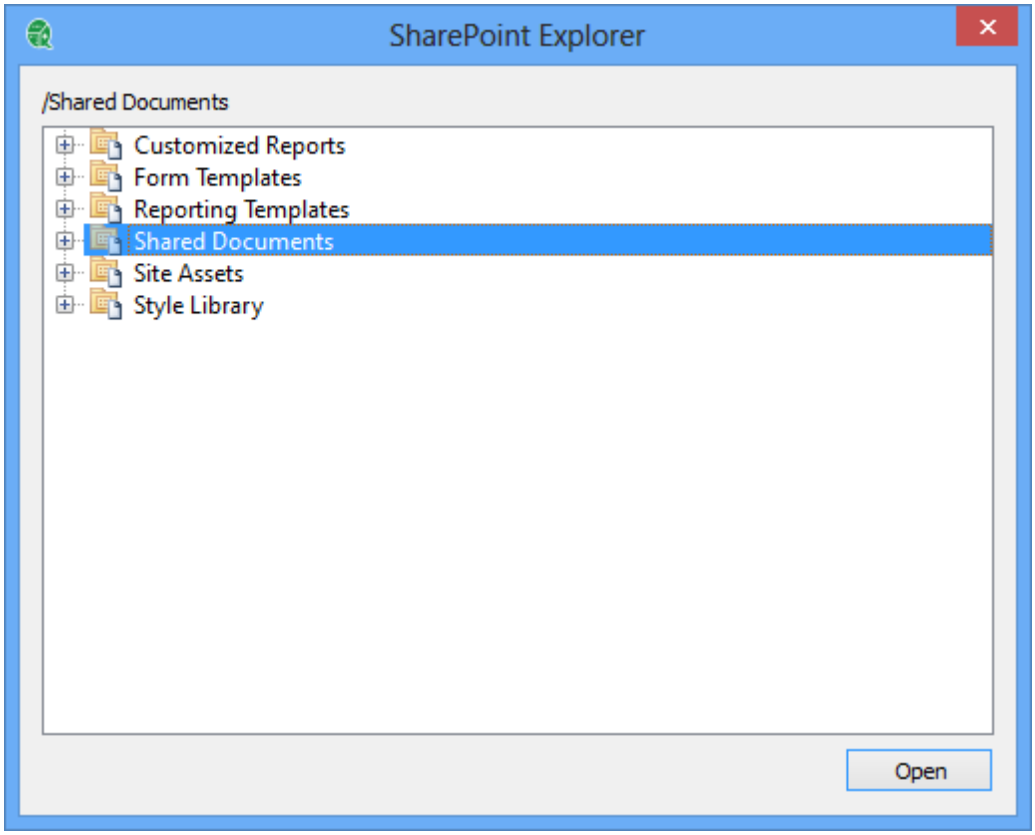



**Figure 178. SharePoint Explorer dialog (example)**

If you need to upload the map in some folder inside the Shared Documents folder, you will have to expand the Shared Documents folder by clicking on the ▷ symbol, select the final location and hit the Upload button.

## Edit maps on Microsoft® SharePoint Server

After publishing the map on the SharePoint site, it becomes public and available for viewing and/or editing to your team members and to anyone that has permission to visit the site. Also, you can view/edit maps that are uploaded by your colleagues.

To open a map that is uploaded on SharePoint site, perform the following steps:

1. Click the *File* menu;
2. Click on the *Open* submenu;
3. Click on the *SharePoint* option.
4. From the *SharePoint account* drop-down list in the *Login to SharePoint* dialog (presented on Figure 179), select the web site where you want to publish your map;

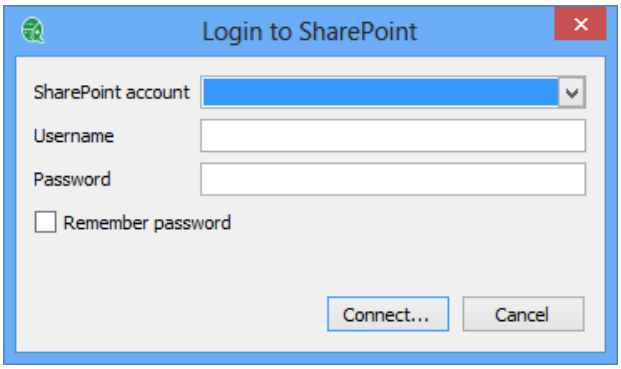



**Figure 179. Login to SharePoint site dialog**

5. Click on the *Connect* button.
6. In the *SharePoint Explorer* dialog browse to the desired location and click on the *Open* button.

After iMindQ downloads the map locally to your PC, you will receive notification that the map is opened in Read-only mode and it is available only for viewing/printing. If you have editing permissions, by clicking on the Enable editing button, you will enter in editing mode and you can modify the map. Otherwise, if you continue to work in read-only mode, you will have to publish the map under a new name.

The SharePoint notification is presented on Figure 180.

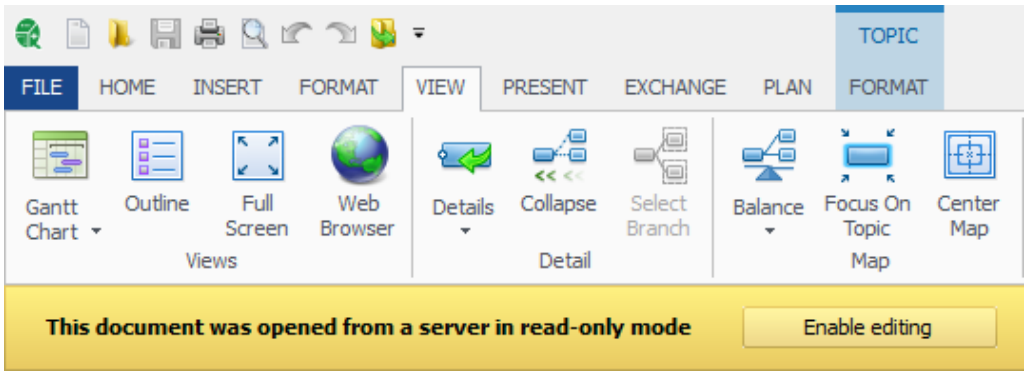



**Figure 180. Enable editing in SharePoint**

# Import and Export Map Information

## Import from Microsoft® Excel

Selecting the "Excel" icon in the from the Import group in the Integrate ribbon, you will import the content of the document created with Microsoft Excel 2007/2010/2013.

You can import data from an Excel file in iMindQ in several ways. First thing you need to do is open an Excel file in IMindQ, with the help of Excel Importer Panel. To import an Excel file, perform the following steps:

1. Go to the Exchange Ribbon Menu and choose 'Excel' from the 'MS Office' Group.
2. Click the button ... from the Excel Importer Panel.
3. Select a specific Excel file.
4. Click 'OK'.

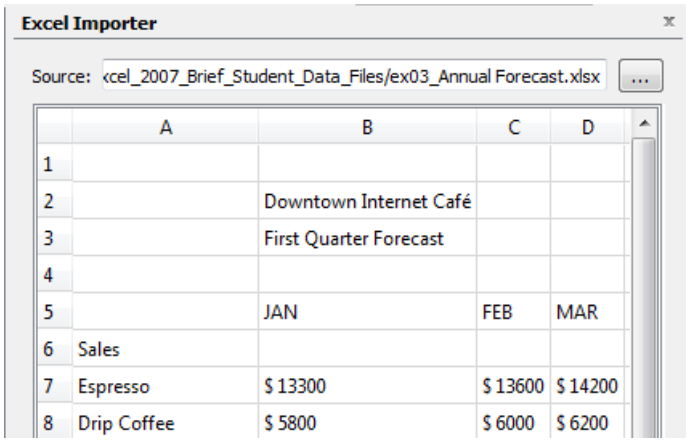



**Figure 181. Excel Importer Panel**

You can insert data from the imported file in a map, by using one of the following functionalities.

- Import as Topics
- Import as Outlined
- Import as Spreadsheet
- Import as Custom Property
- Import Topics with Properties

## Import as Topics

The functionality '**Import as Topics**' uses the following logic: each value in a new column is a subtopic to the value in the predecessor column, but in the same row.

For example, we can use the data from the following table to show you exactly how selected data will be inserted in the map.

| Job Title | Mid-West States | North-East States |
|---|---|---|
| Computer and Information Scientists, Research | $ 39.1 | $ 47.95 |
| Computer Programmers | $ 35.19 | $ 28.07 |

**Table-1.**

Do the following steps:

1. Select a topic in the map, to which you would like to insert the selected data.
2. Select a column/or columns with data from the *Excel Importer*. (In our example, we will use selection of three columns).
3. Click '***Import as Topics***' from the dropdown menu in the bottom of the Excel Importer Panel.

**Note**: You can also choose this functionality from the context menu on right click to the made selection.

**Figure 182. Example 1 for 'Import as Topics'**

## Import as Outlined

The functionality '**Import as Outlined'** uses different logic from the previous functionality. To better present how this functionality inserts the data in the map, we will use data from Table-2 and Table-3.

| | A | B | C |
|---|---|---|---|
| **1** | 1 | | |
| **2** | | 1.1. | |
| **3** | | | 1.1.1. |
| **4** | 2 | | |
| **5** | | 2.1. | |
| **6** | | | 2.1.1. |
| **7** | 3 | | |
| **8** | | 3.1. | |
| **9** | | | 3.1.1. |

**Table-2.**

| | A | B | C |
|---|---|---|---|
| **1** | 1 | 1.1. | 1.1.1. |
| **2** | 2 | 2.1. | 2.1.1. |
| **3** | 3 | 3.1. | 3.1.1. |

**Table-3.**

Here are the rules that apply to the logic of this functionality, which you need to know in order to properly insert the wanted data in the map.

- The data from the first column in **Table-2** will be inserted as subtopics, with level X, to the selected topic in the map;
- Each cell with data within one column, should be the only cell in the specific row, filled with data.
- In order to present a child topic (with level X+1) to a certain topic with level X, the data should always start in the successor column and in the successor row.

To insert data in the map with the functionality '**Import as Outlined',** perform the following steps:

1. Select a topic in the map, to which you would like to insert the selected data.
2. Select data from the Excel Importer. (In our example, we have selected the data from Table-2)
3. Choose '**Import as Outlined**' from the dropdown menu in the bottom of the panel.

**Note**: You can also choose this functionality from the context menu on right click to the made selection.

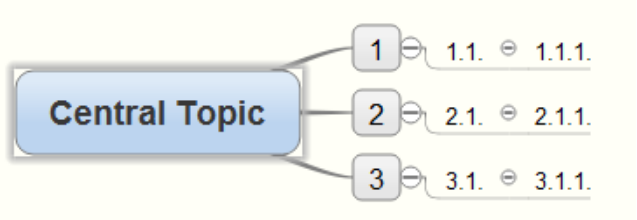



**Figure 183. Example 2 for 'Import as Outlined'**

If data are not outlined as the rules specify, then any selection from **Table-3** will only insert the data from the first column selected from the table and will be displayed in the map as subtopics to the selected topic in the map.

The data that are in the same row as the data from the first selected column, won't be inserted in the map at all.

## Import as Spreadsheet

You will be able to insert the selected data from panel as a spreadsheet in the selected topic. You can do this in two ways: from a dropdown menu in the bottom of the panel or from a contextual menu on right click of the selection.

Do the following steps:

1. Select a topic in the map, to which you would like to insert the selected data.
2. Select data from the Excel Importer. (In our example, we have selected the data from Table-2)
3. Choose '**Import as Spreadsheet**' from the dropdown menu in the bottom of the panel.

**Note**: You can also choose this functionality from the context menu on right click to the made selection.

We used the data from Table-1 to insert data in a topic as spreadsheet. See the result in Figure

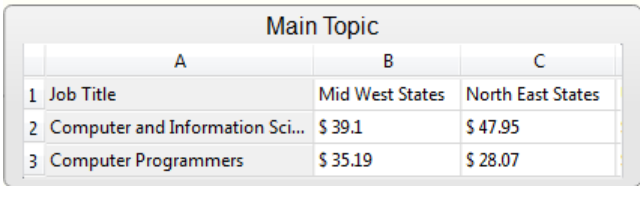



**Figure 184. Example 3 for 'Import as Spreadsheet'**

## Import as Custom Property

There are two business rules connected with this functionality. You cannot import data as custom property if you have selected more than two columns or only one column. The latter applies only when you haven't defined the property identifiers.

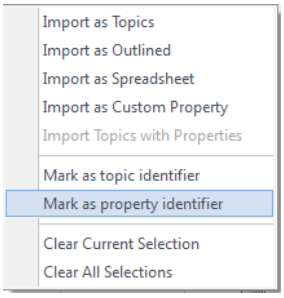
This functionality allows you to insert the selected data in the form of Property Name/ID in a left-side column and the property values in right-side column. In the case when there is no data in the table that are marked as property id's, the selected data of two columns will be inserted as the default rule:

| Property ID | Property Value |
|---|---|

We also allow you to define which data from the panel will be considered as property identifiers. This can be done be selecting the data that you want to define as property id's and right click on the selection '**Mark as property identifier'**.

### *Mark as Property Identifier*

You can mark data from one column or one row as property identifiers. To insert data from the panel as values, they will have to match the marking.




If you've marked data from one column as property identifiers, than you have to select data from a column that fits the range of the marking.

If you've marked data from one row as property identifiers, than you have to select data from a row that fits the range of the marking.

To mark specific data as property identifiers, do the following steps:

1. Select data from one row and several columns.

2. Right-click on the selection and choose 'Mark as Property Identifier'.

To ***import data as custom property*** to a selected topic in the Map, perform the steps:

1. Select a topic in the map.
2. Select data from the panel that fall into the range of the marked property identifiers.
3. Right-click on the selection and choose '**Import as Custom Property'**.

**Note**: You can also choose this functionality from the context menu on right click to the made selection.

In the case when no marking is done, then any data selected from two columns can be imported as custom properties. You can select data from two consecutive columns or from two different columns.

## Import Topics with Properties

For this functionality you will need to mark two things: Topic identifiers and Property Identifiers. You can mark data as Topic identifiers only by columns. This column will be the last left column from the data that you would like to insert in the map. You can see here how to mark data as Property Identifiers.

### *Mark as Topic Identifiers*

In order to mark data as topic identifiers, you need to do the following:

1. Select data from a specific column.
2. Right-click on the selection and from the contextual menu choose '**Mark as Topic Identifier'**.

To better explain this functionality, we will use the data from Table-1, but with marked Topic and Property Identifiers.

| Job Title | Mid-West States | North-East States |
|---|---|---|
| Computer and Information Scientists, Research | $ 39.1 | $ 47.95 |
| Computer Programmers | $ 35.19 | $ 28.07 |

Once the marking is done, to insert the data in the map do the following things:

1. Select a topic in the map.
2. Select data from the panel that fall into the range of the marked data as topic and property identifiers.
3. Right-click on the selection and choose '**Import as Topic with Properties'**.

**Note**: You can also choose this functionality from the context menu on right click to the made selection.

The grey color of the cells from this table signifies the data marked as Topic Identifiers, and the red color signifies the data marked as Property identifiers. After performing the previous steps, you can see the result in Figure 185.

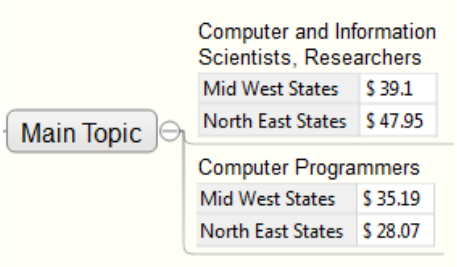



**Figure 186. Example 4 for 'Import as Topics with Properties'**

# Import

## Import from Microsoft® Word

Selecting the *Word* icon in the from the *Collaborate* group in the *Exchange* ribbon, you will import the content of the document created with Microsoft Word 2007/2010/2013.

The import process is very simple. When the appropriate feature is selected, the "Open" dialog starts up, from where you can browse the desired file and import it in iMindQ.

## Import from Microsoft® Project

In iMindQ®, there will be no need to have MS® Project installed on your computer, in order to import a Midcrosoft® Project (.mpp) file.

By selecting the "Project" icon from the *Collaborate* group, in the Exchange ribbon, you will import the content of the document created with Microsoft Project 2007/2010/2013.

The import process is very simple. When the appropriate feature is selected, the "Open" dialog starts up, from where you can specify the location of the desired file. After selecting the file, the imported project document will be imported in a new map.

## Import from Microsoft® Outlook

Selecting the "Outlook" icon in the from the *Collaborate* group in the Exchange ribbon, you will import tasks placed in the Task tab inside Microsoft Outlook 2007/2010/2013.

## Import an OPML file

An OPML (Outline Processor Markup Language) file can be opened by choosing the *Import from OPML* option in the *Collaborate* group, positioned in the *Exchange* ribbon. iMindQ® will present the outlined content from the OPML file as a mind map. If the file contains notes for a certain topic, the text will be presented as plain text in the Notes Editor. Only one hyperlink can be displayed per topic, when importing an OPML file.

# Export

## Export to Microsoft® Word

You can export to Microsoft® Word the entire map or a selected topic. You can choose one of the following options: "Export the current map as a Word document" and "Export the current topic as a Word document". Do the following steps if you choose the first option:

1. Go to the *Exchange* ribbon.
2. From the *Collaborate* group, click the *Word* Icon and from the dropdown menu choose *'Export the current map as a word document'*.
3. Specify the desired location of the exported Word document in the Save dialog.
4. From the '*Export to MS Word Settings*' dialog choose the desired export settings, and map the appropriate Map elements with Text elements.
5. Click *Export*.

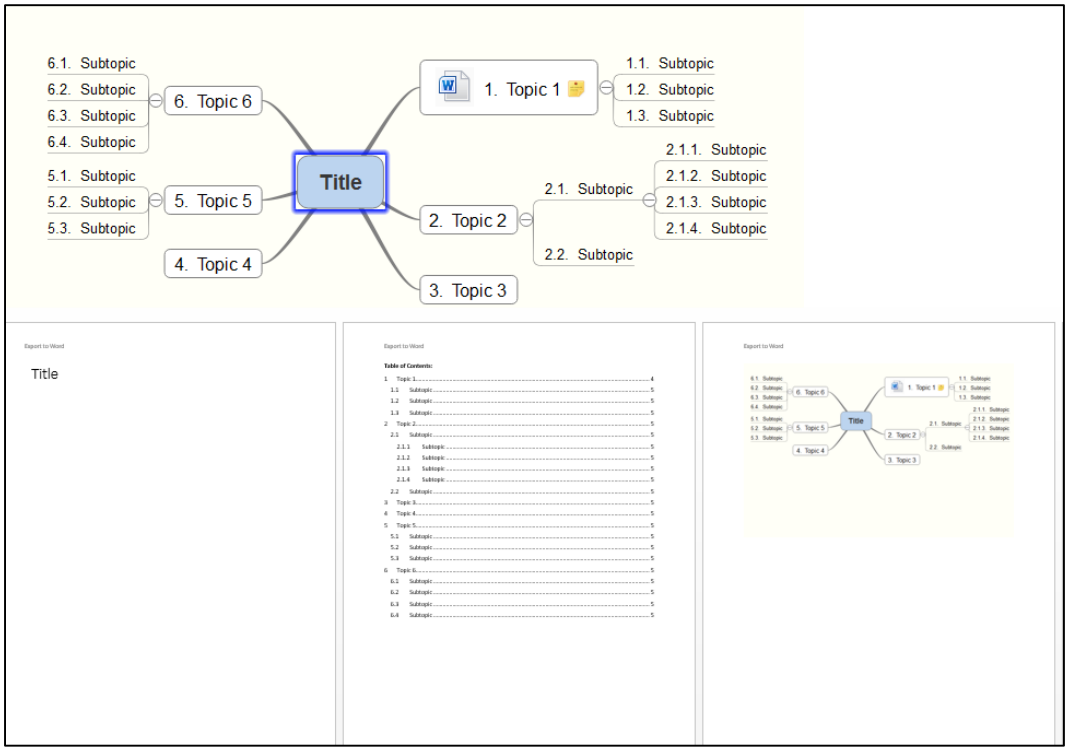



**Figure 187. Export to MS Word**

## Export to Microsoft® Project

Selecting the "Project" icon in the from the *Collaborate* group in the Exchange ribbon, you will export the content from the iMindQ map into Microsoft® Project 2007/2010/2013 document.

The import process is very simple. When the appropriate feature is selected, the "Save" dialog starts up, from where you can browse the desired location where the file will be saved.

## Export to Microsoft® Outlook

Selecting the "Outlook" icon in the from the *Collaborate* group in the Exchange ribbon, you will export the content from the iMindQ map into Microsoft Outlook 2007/2010/2013.

## Export to Microsoft® PowerPoint

Selecting the "PowerPoint" icon from the *Collaborate* group in the Integrate ribbon, you will export the content from the iMindQ map into Microsoft® PowerPoint 2007/2010/2013 document.

You can export the map as PowerPoint slide or PowerPoint presentation. The main difference between these exports is in the topic's content. PowerPoint slide exports only the topics with their

connections to the other topics while the PowerPoint presentation exports the entire topic's attributes.

Once you are have selected one export type, the "Save" dialog starts up, from where you can browse the desired location where the file will be saved.

## Export to OPML file

An iMindQ ma will be exported as an OPML (Outline Processor Markup Language) file can be exported, by choosing the *Export to OPML* option in the *Collaborate* group, positioned in the *Exchange* ribbon. The OPML file will contain the outline of the mind maps created in the iMindQ file. Have in mind that only the first hyperlink in a topic will be exported in the OPML file. The text in the Notes editor will be exported as plain text.

## Export as .pdf document

Selecting the "PDF" icon in the from the *Collaborate* group in the Exchange ribbon, you will export the content from the iMindQ® map into .pdf file format.

Depending on where which view in iMindQ has active selection, that view will be exported to the PDF document. The following views are available in iMindQ: Map View, Outline View and Gantt Chart View.

The import process is very simple. When the appropriate feature is selected, you have to set the exporting settings. Once you are done with this dialog, the "Save" dialog starts up, from where you can browse the desired location where the file will be saved.

## Export as image

Selecting the "Image" icon in the from the *Collaborate* group in the Exchange ribbon, you will export the content from the iMindQ map into .jpg, .svg or .png file format.

The import process is very simple. When the appropriate feature is selected, the "Save" dialog starts up, from where you can browse the desired location where the file will be saved. Before saving the file you can set the image size and quality.

## Export as .rtf file

Selecting the "RTF" icon in the from the *Collaborate* group in the Exchange ribbon, you will export the content from the iMindQ map into .rtf file format.

The import process is very simple. When the appropriate feature is selected, the "Save" dialog starts up, from where you can browse the desired location where the file will be saved.

## Export as HTML interactive Map

When you export a map as single page, HTML interactive map, you have the advantage to do several things with it:

- View the branches in depth;
- Position the branches where you want;
- Zoom in and zoom out;
- Play the creation of the map;
- Share your mind map on your blog, website, and in social media.

In order to export the map as HTML interactive map, do the following steps:

1. Click on the *Exchange* ribbon.
2. From the *Export* group, click on the *HTML Map* button.

## Export as HTML Web Page

When you export a map as HTML web page, in the exported file you will get an outline of the content of the map, plus an image of the exported map.

In order to export the map as HTML interactive map, do the following steps:

1. Click on the *Exchange* ribbon.
2. From the *Export* group, click on the *HTML Web Page* button.

## Languages

With this feature the need of reinstalling the application in order to change the application language has been avoided. You can now switch the application language by simple click on the desired language and restarting the application.

There are five available languages: English (default), German, French, Spanish and Portuguese.

# Print Map and Project Plan

## Printing

In order to manage the map or the project plan effectively, you will often need to share information. The usual way for doing this is to print an entire map/project plan or a specific parts such as map parts or the Gantt Chart view. When using Print function, the printout will be the currently selected view in iMindQ.

The Print tab contains the following sections:

- Print – Start printing the mind map.
- Copies - Spin box for inserting the number of printing outcomes of the mind map.
- Printer - Drop - down list containing all available printers.
- Page Setup – Pops up the Page Setup dialog, where you can adjust the printout settings, such as Paper size, Orientation, Margins, Header and Footer.
- Settings:
    - Page Orientation
    - Paper Size
    - Print Mind map, Gantt chart or Notes

You can start the Print function from the File menu File ->Print, from the Standard toolbar by pressing on the icon or from the Standard Quick bar.

## Page Setup

After selecting the *Page Setup* option from the File menu, new dialog form (Page Setup dialog box) will pop up allowing you to make the necessary preparation before printing. In terms of selecting the page orientation, paper format, inserting header and footer and etc.

The Page Setup dialog box has a tab structure and contains 4 tabs: Page, Margins, Header and Footer.

### Page Tab

*Page tab*, presented on the figure below, allows you to adjust the page layout before printing project information. You can select whether the project printout will be Portrait or Landscape, printed on A4, A3 or Letter paper size, etc. Default values are: Landscape and A3 for Page Orientation section and resolution of 600 px.1.27 cm for all margins in the Margins section.

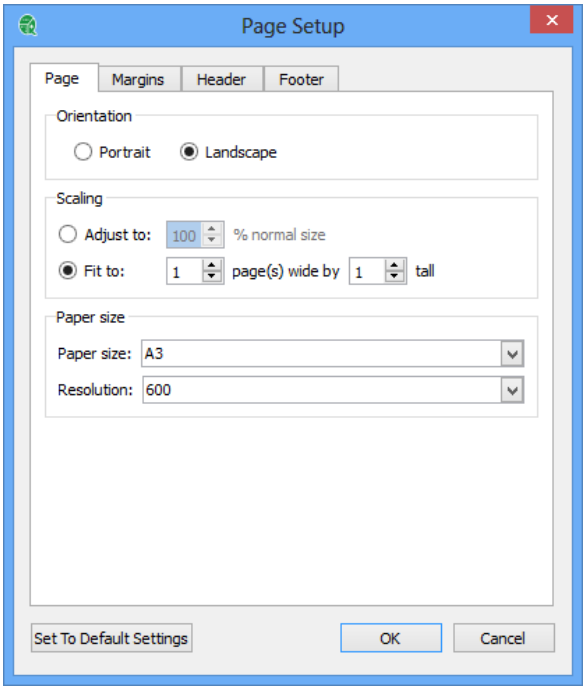



**Figure 188. Page tab**

## Margins Tab

The Margins tab allows you to defining the space where the map will be displayed as well as the position of the map on the paper. The default values are 1 inch for the Top and bottom margin and 0.75 inches for Left and Right Margins. The map is horizontally and vertically centered on the page.

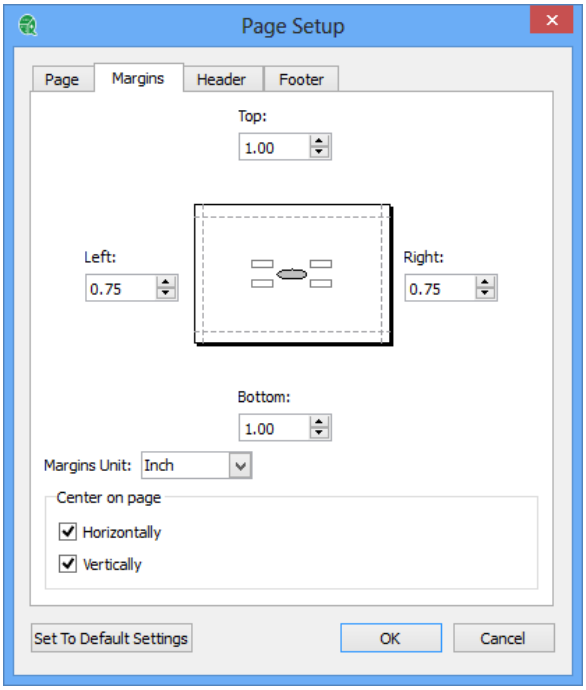



**Figure 189. Margin tab**

## Header Tab

Many companies have a company template(s) when printing official documents. One example for printing template is to have the name of the project in central position, company logo on the left side of the paper and the project manager name on the right side. This information should be placed in the upper part of the paper. Using the *Header tab* can help you to establish the company's policy when printing project files in Seavus Project Planner. The look of the *Header* tab is presented in Figure 190.

*Header* tab has 3 tabs: left, center and right that refers to the positions of the inserted text in the printing paper. In the fields you can enter your own text or insert previously prepared project information text such as: page number, total page number, date, time and file name.

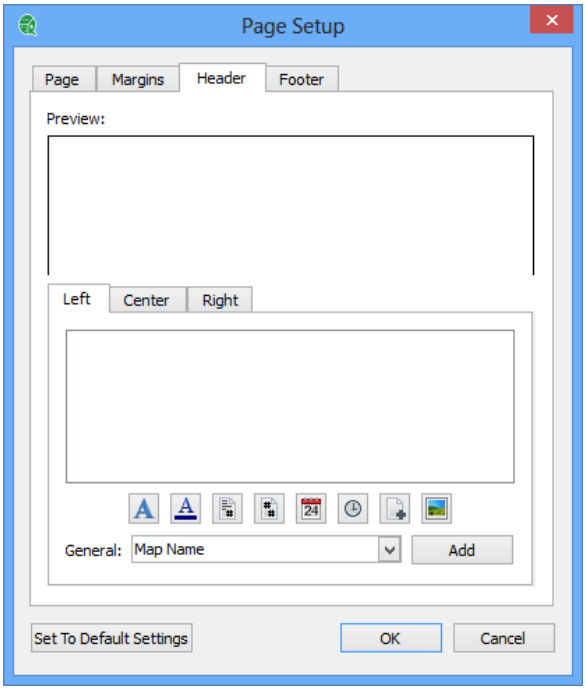



**Figure 190. Header tab**

## Footer tab

The look of the *Footer* tab, Figure 191, is identical to the Header tab. You can insert various information that will be placed in the lower part of the printing paper, under the project's legend.

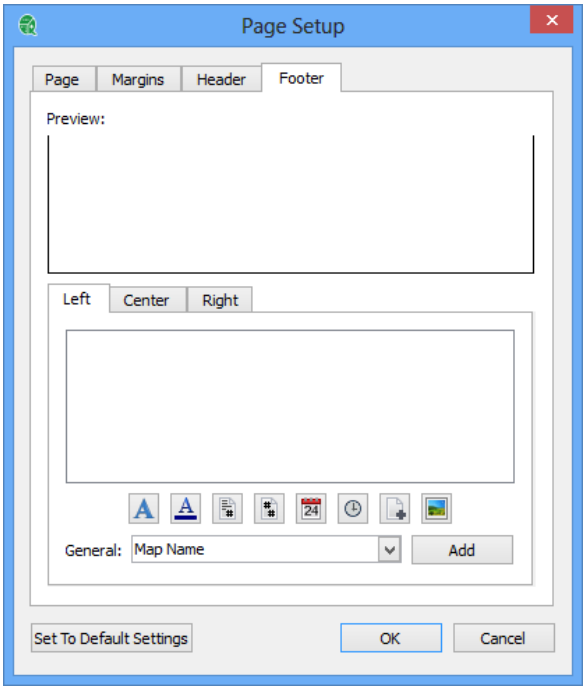



Figure 191. Footer tab

## Print

To manage a mind maps effectively, you may need to communicate map information to a variety of people. With iMindQ®, you can print maps and charts that present the exact information you want.

The process of printing the information you need can be as simple as clicking a button or as refined as customizing and previewing the existing views. No matter how simple or refined the process, printing a map or chart consists of essentially the same steps:

- Select the map or chart that best presents the information you want – If a predefined map or chart does not meet your exact needs, you can apply different styles.
- Make display changes to the map or chart – For example, you may want to scale information to fit on a single page.
- Preview a map or chart before it is printed – Previewing a view or report can help you verify content and display changes you made so you can adjust them again if necessary.
- Print the map, Gantt chart or Outline – To make printing as efficient as possible you can specify the options you want. For example, you can print a range of pages (defined by page numbers or dates), suppress blank pages, and print multiple copies.

You can make changes to the way a printed view or report looks by specifying page setup options such as page orientation, scale, or paper size.

Once you open the *Page Setup* dialog, you can follow the steps below to specify the page and other printing options for a view or a report. Note that some of the options in the Page Setup dialog available for views may not be available for the reports. Some options may differ between different views as well:

Click the *Page* tab in the *Page Setup* dialog.

1. To change page orientation, under *Orientation*, click *Portrait* (vertical) or *Landscape* (horizontal).
2. To scale pages, under *Scaling*, click *Adjust to*, and then type the percentage at which you want information to appear on your printed pages in the*% normal size* box.
3. To adjust page fit (some views only), under *Scaling*, click *Fit to*, and then specify the number of pages you want in the *pages wide by* and *tall* boxes.
4. To change the paper size, click the paper size you want in the *Paper Size* box.
5. Click the *Margins* tab.
6. In the *Top*, *Bottom*, *Left*, and *Right* boxes, type or select the new margin settings
7. To place the map in the center of the page, select the *Horizontally* and *Vertically* check boxes in the Center on page frame.
8. Click on the *Header* tab
9. To select the font of the *Custom* header, click on the *Font* button
10. To insert an image in the *Custom* header, click on the *Image* button
11. To select the alignment of the header's text or image, click on the *Right, Center* or *Left* button
12. Click on the *Footer* tab
13. To select the font of the *Custom* header, click on the *Font* button
14. To insert an image in the *Custom* footer, click on the *Image* button
15. To select the alignment of the footer's text or image, click on the *Right, Center* or *Left* button.

Before printing a map or chart, in addition to the page setup options, you can specify print options such as the printer and its properties, the print range for pages, the number of copies, and the date range.

1. In the *File* menu, click on the *Print* submenu.
2. From the *Printer* dropdown menu select the appropriate printer.
3. In the Settings portion of the Print subtab select the page orientation, paper size and the map's part (mind map, outline or notes).

4. To print the Map, Outline with Notes or Gantt chart click on the *Print* button.

# Organize your daily activities

## Create MS Outlook Task

You can easily create MS Outlook tasks in two applications at the same time: iMindQ and MS Outlook. No need to switch constantly from iMindQ to Outlook and vice-versa.

To create MS Outlook Task, do the following steps:

1. Select a topic in iMindQ, to which the task will be inserted as a subtopic.
2. Click the *Exchange* Ribbon.
3. From the *Collaborate* Group, click the Outlook button.
4. Choose 'Create MS Outlook *Task*' from the dropdown menu.

**Note**: MS Outlook Window for New Task will be opened where you will have to enter the necessary data.

5. Enter Task Info data in the MS Outlook window
6. Click *Save and Close*.

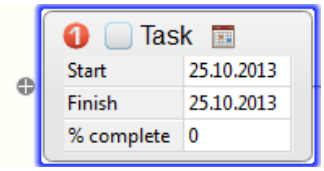



**Figure 192. Created Outlook Task**

## Import Task(s) from MS Outlook

You can easily import tasks in iMindQ from MS Outlook. These tasks can be used while you plan your projects in iMindQ, manage your tasks etc. In order to Import tasks from MS Outlook by using the dialog window, perform the following steps:

1. Select a topic to which the task(s) will be added as subtopics.
2. Click the *Exchange* ribbon.
3. Go to the *Collaborate* group and click the Outlook option.
4. Choose *´Import from MS Outlook´* from the dropdown menu.
5. Specify the folder from which you would like to import specific tasks.
6. Select the task(s) that you need to import.
7. Click 'Import'.

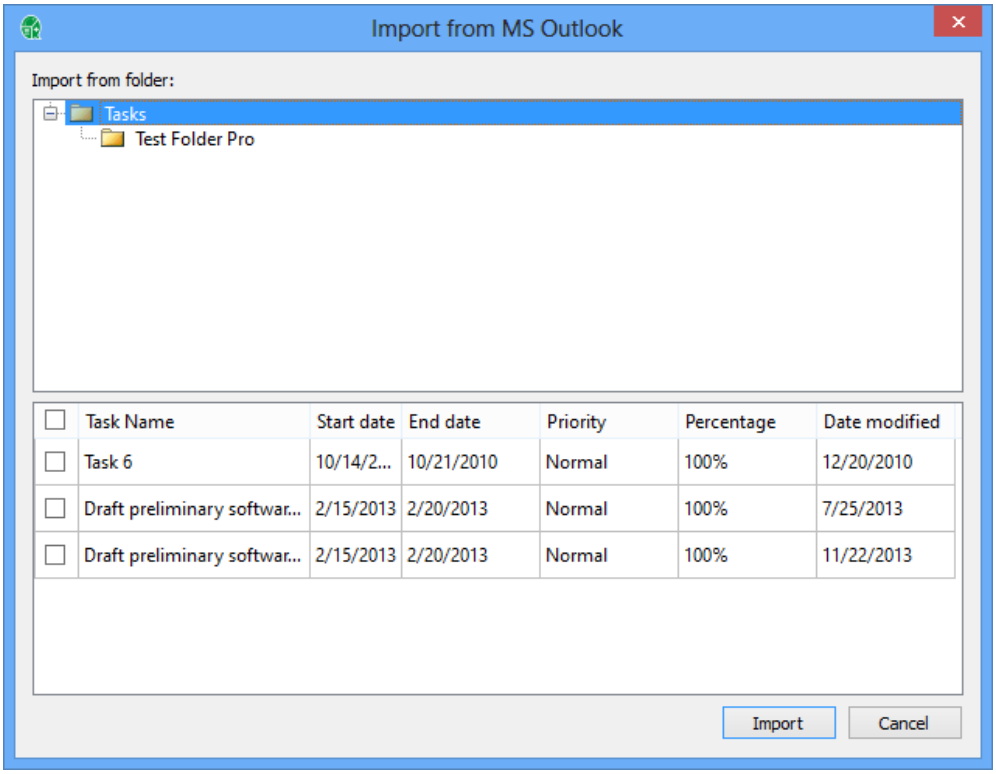



**Figure 193. Import from MS Outlook dialog**

The result you get it will look like in the figure presented below.

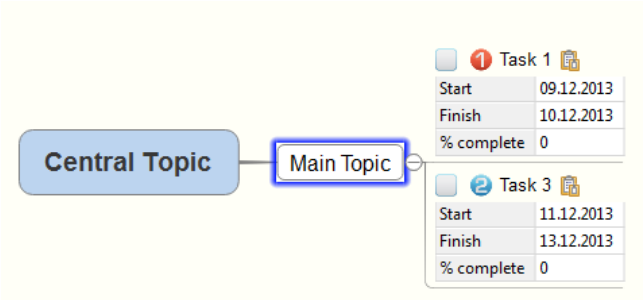



**Figure 194. Imported Task from MS Outlook**

## Export Task(s) to MS Outlook

Once you create a task in iMindQ by using the Task Info panel or any other method described in the User Manual, you can easily export the task(s) to MS Outlook. Sometimes you may need to inform the assigned resources via mail and keep track of this tasks in Outlook too; this is where you can use the Export functionality.

In order to Export tasks to Outlook, perform the following steps:

1. Select a topic to which the task(s) will be added as subtopics.
2. Click the *Exchange* ribbon.
3. Go to the *Collaborate* group and click the Outlook option.
4. Choose '*Export to MS Outlook*' functionality from the dropdown menu.
5. Specify whether you want the selected or all tasks to be exported to MS Outlook.
6. Click 'OK'.

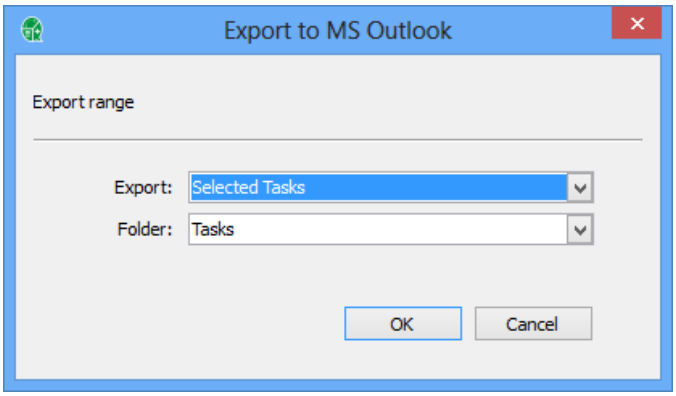



**Figure 195. Export to MS Outlook dialog**

## Synchronize task(s) the way you want

There is a manual synchronization and automatic synchronization implemented between iMindQ and Outlook. The manual synchronization works in the direction from iMindQ to Outlook, meaning you can change the task info from the panel or within the task in the map and synchronize it by selecting one of the options in the Outlook drop down menu. In order to instantly, automatically sync the changes in both iMindQ and Outlook you can do two things:

- Make changes to task from Outlook
- Call MS Outlook Task window from iMindQ

In both cases, after you make changes to the tasks' info and save them, the changes will automatically be synchronized between iMindQ and Outlook.

If you delete the task(s) directly from Outlook, in order to be deleted from the map, you have to use one of the Synchronization options in the Outlook dropdown menu from the Exchange ribbon.

If you delete the task(s) in iMindQ, the previous case doesn't apply. iMindQ cannot affect the tasks in Outlook.

# Schedule meeting with the Project team

## Create MS Outlook Appointment

Everybody has less time for finishing the daily activities. In the same time the number of daily activities, that we do both at work and at home, is increasing. We need to plan our time. One of the helpful things to do is create a To-Do list, list of our planned daily activities (tasks, appointments/meetings, events).

In order to create MS Outlook Appointment, do the steps that follow:

1. Select a topic to which the appointment will be added as a child topic.
2. Go to the *Exchange* ribbon.
3. From the *Collaborate* Group click on the Out*l*ook Option.
4. From the dropdown menu choose the functionality '*Create MS Outlook Appointment*'.

**Note**: MS Outlook Window for New Task will be opened where you will have to enter the necessary data.

5. Enter the Appointment Info data in the MS Outlook window.
6. Click *Save and Close*.

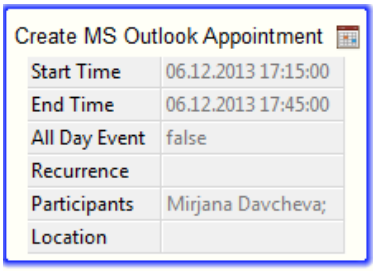



**Figure 196. Created MS Outlook Appointment**

## Synchronize your activities automatically

Once you have created the appointment, you might need to change and update the changes in both iMindQ and Outlook. The synchronization and update of the changes to the appointment info is automatic. There are two ways to change the appointment/meeting info:

- By making changes to the appointment directly from MS Outlook
- By calling the Outlook Appointment window by clicking on the Appointment button in the topic itself.

In both cases, an Outlook Appointment will open where you can change the data. After you have made the changes click '**Save and Close'** or just '**Save**'. The information is automatically synchronized in both iMindQ and Outlook.

If you delete the appointment(s) directly from Outlook, in order to be deleted from the map, you have to use one of the Synchronization options in the Outlook dropdown menu from the Exchange ribbon.

If you delete the appointment(s) in iMindQ, the previous case doesn't apply. iMindQ cannot affect the tasks in Outlook.

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